



F-1 Student Reduced Course Load Request (RCL) Form

REQUEST FOR F-1 INTERNATIONAL STUDENTS TO ENROLL LESS THAN FULL-TIME

U.S. Immigration law requires F-1 students to ENROLL IN AND COMPLETE a full-time course of study during each fall and spring semester. Full-time study is defined as twelve (12) credit hours for undergraduates. At least nine (9) of these credit hours must be in a face-to-face course. Audited courses DO NOT count toward full-time enrollment. Students are required to receive approval from their SEVIS DSO BEFORE dropping below the required number of credit hours in order to remain in status with the Department of Homeland Security F-1 visa regulations. Only certain circumstances are permitted for reduced course loads and the student must enroll in the minimum number of credit hours required by each circumstance. F-1 regulations also limit the number of times reduced course loads can be authorized.

To Be Completed by the Student

LSC Campus on I-20: _____

Student Name: _____

Student ID: _____ SEVIS ID: N00 _____ Date of Birth (Month/Date/Year): _____

Student Telephone Number: _____ MyLoneStar e-mail: _____

Program of Study: _____ Expected Graduation Date: _____

This request is for the Fall _____ Spring _____ Year _____ (MM/DD/YR)
be made for one semester at a time. This form only applies to the semester noted.)

Reason for Reduced Course Load (RCL) Request

What is the reason you are requesting a reduced course load? Check one.

- Medical (Temporary Illness or Medical Condition) – The following items are required:
 1. Letter from a U.S. licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist on letterhead. The letter should list the a) specific medical condition, b) the date the medical condition began c) the semester the condition is impacting d) the limitations created by the illness or medical condition that require the student to drop below full-time and e) the expected recovery time. The letter cannot be more than 1 month old from the start of a semester. If recovery is not expected until the following semester, an updated letter and new request will need to be submitted to the DSO for an additional semester. Unless the letter states that a medical leave (zero credit hours for the semester) is needed, you will need to enroll in the minimum number of credit hours allowed by your healthcare provider.
 2. Purchase the LSC Student Health Insurance Plan (SHIP) from the LSC-approved SHIP administrator OR proof of waiver approval by the LSC-approved SHIP administrator for the semester of the RCL. NOTE: Students who will not be enrolled in classes during the first 31 days of the semester and who do not have an approved waiver will need to be pre-approved for coverage by the SHIP Administrator due to eligibility requirements. Coverage is not automatic for students who are on medical leave even if the SHIP has been purchased. LSC will submit the coverage request to the SHIP Administrator for you. By signing below, you agree to release of this medical documentation to the Lone Star College System, Academic Health Plans (Lone Star College System’s SHIP administrator) and the SHIP health carrier, BlueCross BlueShield of Texas.
- Academic Difficulty – Requests can only be considered for the reasons listed on the next page. Please have an LSC Academic Advisor complete the section on the next page. Note: Recommendation for a reduced course load by an Academic Advisor does not guarantee approval by your DSO. If approved for a reduced course load by your DSO, you must enroll in the minimum number of credit hours listed next to the reason. You confirm that you understand the educational implications of this request, as reviewed with you by your Academic Advisor.

Student Signature: _____ Date: _____

(MM/DD/YR)

To Be Completed by an LSC Academic Advisor

CERTIFICATION FOR F-1 INTERNATIONAL STUDENTS REQUESTING TO ENROLL LESS THAN FULL-TIME

Certain circumstances are permitted for F-1 student reduced course loads. The Department of Homeland Security (DHS) has approved the following circumstances. Since you are in the best position to supply information about this student’s academic situation, we are asking you to indicate which of the following situations, if any, explains why the student will not register full-time. **Please check the item that applies.**

As Academic advisor, I recommend that this student be considered engaged in a reduced course of study because the student:

- Is experiencing initial difficulties with reading requirements or with the English language (**Academic Difficulty—cannot drop below 6 credit hours**)
- Is in the first academic year and is unfamiliar with American teaching methods (**Academic Difficulty cannot drop below 6 credit hours**).
- Has been advised to drop a course because of improper course level placement (**Academic Difficulty—cannot drop below 6 credit hours**).
- Is graduating this semester and is completing all of the degree requirements. **Please indicate number of credits remaining:_____**
- Is enrolled in a full-time academic program or full-time internship as specified by the academic unit. Please attach a letter on letterhead listing the name of the academic program and its definition of full-time.

As the academic advisor, I am aware of the circumstances described above and have reviewed the educational implications for this student.

Academic Advisor’s Signature: _____ Date: _____
 Print Name: _____ Phone: _____
 Program Name: _____ Department: _____

----- Please return the form to your DSO/International Student Advisor. -----

To be completed by the DSO:

For students requesting a medical RCL:

1. Does the student’s medical documentation meet SEVIS requirements for a medical leave/medical RCL? Yes No
2. If yes, will the student be enrolled during the first 31 days of the semester for which they are requesting an RCL? Yes No
3. If no, has the student has been approved for a waiver by the SHIP Administrator for the semester they are requesting a RCL (as per the SHIP Administrator Waiver Website)? Yes No
4. If no, has the student purchased the SHIP for the semester of the RCL (as per the SHIP Administrator website)? Yes No

If responded “no” to questions 2 and 3, please email the fully executed Reduced Course Load – Medical Request form to include all medical documentation, to the Lone Star College System Office of Risk Management to process the request: RiskManagement@LoneStar.edu. Students who will not be enrolled in classes during the first thirty-one (31) days of the semester must be pre-approved by the SHIP Administrator due to eligibility requirements even if they have purchased the SHIP.

Do not authorize an RCL in SEVIS unless student has an approved waiver or pre-approved coverage by the SHIP Administrator.

For students requesting an Academic RCL:

Approved? Yes No

For All RCL Requests:

DSO Signature: _____ **Date:** _____
DSO Printed Name: _____