

Reduced Course Load (RCL) for F-1 International Students



Trinity University - International Programs Office
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Requirement to pursue a full course of study is one of the cornerstones of maintaining F-1 Status. Every semester Trinity University has an enrollment-reporting responsibility in SEVIS to the Department of Homeland Security on all F-1 Students.

Trinity Designated School Official **MUST** authorize a "reduced course load" (RCL) and must update SEVIS **prior** to the student reducing his or her load. **A student who drops below a full course of study without the prior approval of the DSO will be considered out of status according to 8 C.F.R. 214.2(f)(6)(iii)(E) and will be advised to leave country immediately.**

There are limited exceptions to the "full course of study" requirement. SEVIS limits the reasons for which a reduced course load (RCL) can be granted. **You must meet one of those choices to process the approval:**

- Illness or Medical Condition** (must be sustained by medical documentation from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist)
- Academic difficulty exceptions** (can be in advance approved only once per program level):
 - Initial Difficulty with the English Language
 - Initial Difficulty with Reading Requirements
 - Unfamiliarity with American Teaching Methods
 - Improper Course Level Placement
- To Complete Course of Study in Current Term** (this is done in the student's final semester if fewer courses are needed to complete the course of study)

Students who are granted an RCL authorization must resume a full course of study in the next available semester in order to maintain status. Please make an appointment with a Designated School Official within 30 days of start of a new semester.

Family (Last) name _____ Given (First) name _____
Student ID#: _____ SEVIS ID number: _____
First semester at Trinity _____ Today's Date: _____
month/day/year

Student's Signature: _____

Designated School Official's prior authorization of a "Reduced Course Load" (RCL):
SEVIS record will be updated prior to the student reducing his or her load by Trinity University by Trinity University **Designated School Official:**

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Inessa Stepanenko | <input type="checkbox"/> Tisha Temple | <input type="checkbox"/> Pamela Johnston |
| <input type="checkbox"/> Alfred Rodriguez | <input type="checkbox"/> Eric Maloof | <input type="checkbox"/> Donna Welch |

DSO's Signature _____ Today's Date: _____
month/day/year