

## Application to Request - Reduced Course Load (RCL)

All F-1 and J-1 Students are required by immigration law to enroll in a full course load each fall and spring semester. A full course load is defined as follows - **Undergraduate - 12 credits, Graduate - 9 credits (no assistantship); Graduate - 6 credits (with assistantship)**. An RCL must be approved in advance by a UWO Designated School Official (DSO) in the International Student Services (ISS) Department. Please submit the completed form to [iss@uwosh.edu](mailto:iss@uwosh.edu), or in person to the ISS Office in 201 Dempsey Hall.

### To Be Completed by: STUDENT

Name: \_\_\_\_\_ UWO ID#: \_\_\_\_\_ DEGREE/MAJOR: \_\_\_\_\_

I am aware that insufficient funds are NOT considered a valid reason to carry less than a full course of study. I am requesting approval of \_\_\_\_\_ credits for the \_\_\_\_\_ semester, 20\_\_\_\_.

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| PRINTED NAME; Signature of Student: | Date: |
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### To Be Completed by: ACADEMIC ADVISOR

Academic Difficulty (one semester only, minimum course load is 50% of full time credit requirement):

- The student has been advised to carry fewer credits due to student's initial difficulty with English proficiency or reading requirements.
- The student is unfamiliar with U.S. teaching methods
- The student has been advised to drop a course because of improper course level placement.

Completion of course of study:

- The student will graduate at the end of the semester and needs only \_\_\_\_\_ credits to complete degree requirements.

I certify that the above-named student's circumstances are correct. I recommend that he/she be exempt from the full course of study requirement for \_\_\_\_\_ semester, 20\_\_\_\_, as per the justification indicated above.

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| PRINTED NAME; Signature, Academic Advisor / Department Chair: | Date: |
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### To Be Completed by: DESIGNATED SCHOOL OFFICIAL (DSO)

Medical Condition (requires written documentation):

- The student has provided medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition that requires a reduced course load. Student must submit updated documentation for each semester a medical RCL is requested.

APPROVED by a DSO in International Student Services (201 Dempsey Hall)

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| DSO printed name and signature: | Date: |
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