



Office of International Education
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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. Full course load = Bachelor's - 12 credits, Master's - 9 credit (no assistantship); Master's - 6 credits (with assistantship). A RCL has to be approved in advance by iss@uwosh.edu

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____.

PRINTED NAME; Signature of Student:	Date:
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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 circumstances described by the above-named student are correct. I recommend that he/she be exempt from the full course of study requirement for _____ semester, 20____, and be considered the equivalent of a full-time student making normal progress toward his/her degree. Justification is indicated above.

PRINTED NAME; Signature, Academic Advisor / Department Chair:	Date:
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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.*
Sidenote: After an initial approval, the student has the option to extend a medical RCL for a second semester (at most 12 months/education level) by providing current medical documentation.

OTHER:

- The student is enrolled in cooperative education, which is a part of the curriculum.
- The student is auditing

APPROVED by a DSO at the Offices of International Education (Dempsey 202):

PRINTED NAME: Signature, DSO (iss@uwosh.edu)	Date:
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