

# Graduate Student Reduced Course Load Form (RCL)

The U.S. Department of Homeland Security and the U.S. Department of State limit the reasons why an international student on an F-1 or J-1 visa may be enrolled less than full-time. Those reasons are listed below. To request approval for a reduced course load, and less than full-time enrollment, fill out this form (except for signatures), save it using the file name format 'RCL\_A#####\_lname.pdf', where 'A#####' is your USU A#, and 'lname' is your last name, and email it to [rob.llewellyn@usu.edu](mailto:rob.llewellyn@usu.edu). The form will be circulated for signatures using DocuSign.

Students Please Note: To be eligible for a Reduced Course Load you must be registered for at least 3 credits and you must have an approved Program of Study. If you do not meet these criteria this form will not be approved.

Student's Name (last, first, middle)  A#

Student's Email:

Address Number/Street:  Apt:

City:

State:  Zip Code:  Phone:

Level (check one):  Master's  Doctoral Visa type: (check one) F-1 J-1

Semester (check one): Spring Summer Fall

# credits this semester:  I-20 or DS-2019 Expiration Date \_\_\_\_\_ Register for USU 7777 (grace semester)

I certify that the information on this form is true and correct to the best of my knowledge. I understand that I should contact the Office of Global Engagement if I have questions regarding my request for a reduced course load.

Student's Signature (1) \_\_\_\_\_

College-Dept-Prog-Degree

Student: Check one box to indicate the reason why you are eligible for a reduced course load:

- Improper course level placement
- Registered for 3 graduate credits during the final semester of degree program  
Registered for 3 graduate credits with all Program of Study credits completed  
Medical reason (healthcare professional's document required), signature from Program Coordinator and PDSO only.
- Student's final semester before graduating
- Student is registered for 3 credits of USU 7777  
Registered for 1 graduate credit during thesis/dissertation defense

Approvals

Signature

Program Coordinator—verify that program of study is approved

Name and Email of Program Coordinator (2)  \_\_\_\_\_

School of Graduate Studies

Kurt Adison (3)

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