Reduced Course Load
Academic Difficulties

Ph: 512-245-7966, Email: international@txstate.edu
www.international.txstate.edu

TEXAS STATE
INTERNATIONAL STUDENT AND SCHOLAR SERVICES

F-1 students are required by the Department of Homeland Security to maintain the terms and conditions of their nonimmigrant status. Failure to maintain status will result in the termination of a student's SEVIS record and require immediate departure from the US. F-1 students are required to pursue a "full course of study" every fall and spring semester; full-time in summer is only required when a student is admitted to begin in the summer term. A "full course of study" is considered full-time enrollment, which is **9 credit hours for graduate students and 12 credit hours for undergraduates**. **Dropping or registering below full-time enrollment without prior approval from International Student and Scholar Services (ISSS) is considered a violation of status.**

An academic RCL may be authorized only once per degree level and requires enrollment in at least six credit hours.

This form must be signed by the student's academic or faculty advisor and submitted to ISSS prior to the first day of classes or prior to dropping a course that results in less than full-time enrollment.

To Be Completed by the Student

Full Name: _____ **Student ID#:** _____

Academic Level: ☐ Undergraduate ☐ Graduate ☐ TSIE **Phone:** _____ **Email:** _____

Local Address: _____
Street *Apt number #* *City* *State* *Zip*

Number of credit hours I plan to enroll: _____, **Semester for this RCL:** ☐ **Spring** ☐ **Summer** ☐ **Fall** **Year:** _____

Student Signature: _____ **Date:** _____

To Be Completed by Academic or Faculty Advisor (NOT a DSO at ISSS)

I agree with this student's request for a reduced course load based on the following exception (please choose one):

NOTE: F-1 students may use "Academic Difficulties" only ONE TIME in their program of study.

Please select one of the three types of academic difficulties that are listed below and explain in the comments below:

- ☐ **Initial difficulty with the English language or reading requirements; (please explain below)**
- ☐ **Unfamiliarity with U.S. teaching methods; (please explain below)**
- ☐ **Improper course level placement; (please explain below)**
  - o **Note:** Although "imminent danger of failing a class" is not a permissible reason for authorizing a student to drop a course and receive approval for a reduced course load, it may be that once sufficient facts are gathered, it becomes clear that the student is on the verge of failure because he or she was placed at an improper course level. This reason should only be used if the student has completed required assignments and exams with regular attendance and if s/he has not had excessive absences that could have affected his or her performance in the class.

Comments: _____

_____

_____

Advisor's Signature: _____ **Phone Number:** _____ **Date:** _____

Printed Name: _____ **Title:** _____ **Email:** _____

This form must be completed in its entirety otherwise the Academic RCL request will not be processed. Submit this form prior to the first day of classes or prior to dropping a course that results in less than full-time enrollment.

Form must be submitted on the online RCL Submission Portal:
https://www.international.txstate.edu/current/Reduced-Course-Load--RCL-/RCL-Submission-Portal.html