



ITU

International Technological University

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

www.itu.edu

Reduced Course Load (RCL) Request Form

Due to Academic Difficulty-Form A

F-1 Students Only

Students with an F-1 visa are required to be registered as a full-time (9 credit hour) every term. Failure to register and maintain full-time enrollment will result in the termination of your F-1 visa. A student may not drop or withdraw from a course until authorized to do so by ISO, as this may result in direct violation of the F-1 visa regulation. **Authorization is not automatic and not every student is eligible for a reduced course load.**

First Term Academic Difficulties – Students who are in their first academic program in the United States may be authorized for a RCL due to academic difficulties and must consist of at least 6 credit hours. Immigration regulations specify four academic difficulty reasons for which a reduce course load may be approved:

- Initial difficulties with the English language
- English difficulty with reading requirements
- Unfamiliarity with U.S. teaching methods
- Improper course level placement

Application Process:

1. Meet with an International Student Advisor to determine your eligibility for a reduced course load.
2. Complete the student section of the RCL request form and have the faculty complete the faculty authorization section.
3. Submit your form to the Faculty/Academic Advisor for review.
4. If your request is approved, you will receive an email from the Office of the University Registrar stating you are eligible to drop/withdrawal the appropriate course.

Student Information

First & Last Name:	Student ID:
Email Address:	SEVIS ID:
Phone Number:	Academic Program:

Indicate the term and year for which you are requesting a reduced course load:

Spring Summer Fall Year: _____

Indicate the number of credits you will be taking during the reduced course load: _____
(Students requesting a RCL must still be enrolled in at least 6 units)

I have read and understand the conditions for an academic reduced course load from the University as stated on this form. I understand that I am responsible for all academic and financial bearings that will result in my drop/withdrawal of the course(s).

Student Signature

Date



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Faculty Authorization

I recommend that this student receive a Reduced Course Load due to (check one)

- Initial difficulties with the American Academic System
- Initial difficulties with courses
- Unfamiliar with U.S. teaching methods

*Explanation

Faculty Name:	Department:
Signature:	Date:

Administrative Use Only:

Int'l Student Office: _____ Date: _____

Office of the Registrar: _____ Date: _____

Comments: _____