



# ITU

**International Technological University**  
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Campus Location: 3120 Scott Blvd, Santa Clara, CA 95054, USA

## **Reduced Course Load (RCL) Request Form** **Due to Completion of Study-Form C** **F-1 Students Only**

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

Completion of program: You are graduating next term and only need less than 9 credit hours to complete the graduation requirements. This option may be used only one time. The last course **MUST** be on campus (not online or at another university).

For immigration purposes, students will complete their degree program at the end of the trimester will have an official program end date reflecting the end of trimester deadline established by the Graduate School.

### **Application Process:**

1. Meet with an Academic Advisor to determine your eligibility for a reduced course load.
2. Complete the Student Information section.
3. Attach this form, along with your Preliminary Graduation Checklist, into the Petition to Graduate submission form with the Registrar's Office.
4. If your request is approved, you will receive an email from the International Student Office stating that you are qualified to enroll in less than 9 credit hours for your final term.

### **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: \_\_\_\_\_

**I have read and understood the conditions for an academic reduced course load from International Technological University as stated on this form.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

*Administrative Use Only:*

Int'l Student Office: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_