



Use this form to request a Reduce Course Load (RCL) or for approval to enroll concurrently at another institution as a transient student. RCLs are approved on a semester-by-semester basis only. Students should not enroll below full-time without prior approval.

Directions: Please read the Reduced Course Load Request guidelines carefully prior to completing the request and be sure to attach any required documentation listed on pages 2-3 of this form. Incomplete requests cannot be considered.

Deadline: This form must be submitted to UCF Global by the Add Deadline published on the academic calendar AND prior to dropping or withdrawing from a full course load. Submissions received after the deadline are discouraged but will be evaluated on a case-by-case basis.

STUDENT INFORMATION

UCF ID: SEVIS Number (located on I-20/DS-2019): N Last Name: First Name: Knights Email: Phone Number:

EDUCATION INFORMATION

Program Level: Undergraduate Graduate ELI ELI Undergraduate Track GAA-Prep GAA GAA-UI Major: Semester for which you are requesting a Reduced Course Load: Year: Credit hours you wish to enroll in at UCF (ELI and GAA-Prep students list the number of classes): Credit hours you wish to enroll in a transient school: Transient School Name: Total enrollment at all schools for the semester you are requesting the Reduced Course Load:

Reason:

- Unfamiliarity with US teaching methods - First semester only (must be supported by Academic Adviser)
Initial Difficulty with English Language - First semester only (must be supported by Academic Adviser)
Initial Difficulty with reading requirements - First semester only (must be supported by Academic Adviser)
Improper course level placement - First semester only except in extenuating circumstances (must be supported by Academic Adviser)
Medical Condition (requires medical documentation)
Completion of Course of Study - Final Semester at UCF\* (must be supported by Academic Adviser)
\*Per university policies, students must meet the standard full-time enrollment criteria to be eligible for a graduate fellowship or assistantship. Approval of a Reduced Course Load does not change this requirement. Students not receiving a qualifying award are responsible for their full tuition and fees at the Non-Florida Resident rate.
Concurrent enrollment (requires proof of enrollment from other institution)

STUDENT SIGNATURE

I have read and understand the Reduced Course Load Request guidelines outlined on pages 2-3 of this form. I have read and understand the Reduced Course Load Request guidelines outlined on pages 2-3 of this form. I understand that applying for a reduced course load does not automatically grant me permission to enroll in less than a full course of study and that I must receive approval from UCF Global before dropping below a full course of study..

Student Signature: Date:



ACADEMIC ADVISER RECOMMENDATION (not required for Reduced Course Load request for medical condition)

As the Academic Adviser/Program Coordinator, I have discussed the above circumstances with the student, reviewed the academic implications, and recommend that the student's exception from the full course of study be approved.

For Reduced Course Load Requests for unfamiliarity with US teaching methods, initial difficulty with English language, initial difficulty with reading requirements, or improper course level placement, please briefly describe why the student's situation falls into the selected category:

Three horizontal lines for describing the student's situation.

Academic Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_ Department: \_\_\_\_\_

REDUCED COURSE LOAD ELIGIBILITY GUIDELINES

- » International students in F-1 & J-1 status are required to take a full course load during Fall and Spring semesters. Summer enrollment is required if it is the student's first or last semester. Full time enrollment requirements are listed on the UCF Global website. In the event the student does not intend to take a full course load, the student must get prior approval from a UCF Global Immigration Advisor.
» A student who drops below a full course of study without prior approval from a UCF Global Immigration Advisor will be considered out of status.
» Only a UCF Global Immigration Advisor is authorized to approve a Reduced Course Load for students in F-1 and J-1 status under the guidelines of exceptions allowed by federal immigration regulations.
» Only one exception per academic level may be approved (except medical condition and concurrent/transient enrollment).
» F-1 students are advised to read the following description and required documentation needed for each exception. UCF Global will not consider any incomplete form or documentation.
» A new Reduced Course Load Request must be submitted for each semester that a student plans to be enrolled less than full time.

REDUCED COURSE LOAD REQUESTS WILL BE CONSIDERED FOR THE FOLLOWING EXCEPTIONS

1. Academic Difficulties- first semester only

- » Unfamiliarity with US teaching methods
» Initial difficulty with English language (this option is not available to ELI and GAA-Prep students)
» Initial difficulty with reading requirements
» Improper course level placement (may be considered beyond the first semester for extenuating circumstances)

Required Documentation: Completed Reduced Course Load Request Form signed by Academic Adviser.

Special Considerations: Undergraduate students granted a reduced course load for academic difficulties are still required to enroll in a minimum of 6 credit hours. Graduate students are required to enroll a minimum of 4.5 credit hours. Only one Reduced Course Load for academic difficulty may be granted per education level.



**2. Medical Condition**

» Applicable to serious medical conditions which restrict the student’s ability to attend classes and pursue a full-time course of study.

**Required Documentation:** The student must provide formal documentation issued only by a licensed medical doctor (M.D.), doctor of osteopathy (D.O), or licensed clinical psychologist. This documentation must be on letterhead, substantiate the illness or medical condition, indicate the course load the student is recommended to maintain, and be signed by a licensed medical doctor (M.D.), doctor of osteopathy (D.O), or licensed clinical psychologist. Medical documentation must be submitted each semester of the request.

**Special Considerations:** A Reduced Course Load due to medical condition may not exceed a maximum aggregate time of 12 months per academic level. Students may be granted a reduced course load or no load based on the recommendation of a medical professional.

**3. Completion of Course of Study (Final Semester at UCF)**

- » Applicable to students who are in their last semester at UCF and have filed an Intent to Graduate.
- » Students enrolled in thesis or dissertation must enroll in at least one credit hour.
- » Students may not enroll in ONLY web-based courses during final semester. At least one credit hour must be face-to-face.

**Required Documentation:** Completed Reduced Course Load Request Form signed by Academic Adviser. Students must have filed an online Intent to Graduate Form on myUCF prior to requesting a Reduced Course Load.

**4. Concurrent Enrollment (Transient Student)**

- » UCF F-1 students may be eligible to meet their full time enrollment requirement by simultaneously registering at UCF and another institution. Students must follow the instructions for transient students listed on the [UCF Registrar’s Office](http://registrar.ucf.edu/transient-students) website at <http://registrar.ucf.edu/transient-students>.
- » Students must be registered at UCF for at least half the required credit hours. (Students in the 2+2+2 Architecture program are exempt from this requirement.)

**Required Documentation:**

Completed Reduced Course Load Request Form signed by Academic Adviser and all of the following: copy of the FloridaShines transient student approval or the completed Transient Student Approval form with signatures, a copy of registration at the transient school which must include the student name, name of the school, semester, course name, course number, mode of instruction, and credit hours.

**Special Considerations:** At the end of the semester, the student is required to submit a copy of their transcript to UCF Global showing the grades obtained for the transient coursework. Students may not drop or withdraw from transient coursework without prior approval from a UCF Global Immigration Advisor.