



## Request for Reduced Course Load (RCL)

MU international students in F1 or J1 nonimmigrant status are required under U.S. immigration regulations to enroll full-time each fall (Aug-Dec) and winter (Jan-May) semester. Full-time enrollment is defined as:

- *Undergraduate students:* Enroll in at least 12 credit hours.
- *Graduate students without an assistantship:* Enroll in at least 9 credit hours.
- *Graduate students with an assistantship:* Enroll in at least 6 credit hours.
- *Doctoral students who have passed comprehensive exams:* Enroll in at least 1 credit hour.

If you are not enrolled full-time, according to the guidelines listed above, you must (1) ask your academic advisor to sign this form and (2) submit it to the International Center. Note that your department may require you to take more credits than the minimum indicated above. For more information about enrollment rules, please review the enrollment guidelines on the International Center website at: <http://international.missouri.edu/iss/>.

### TO BE COMPLETED BY THE STUDENT

Family/Last Name: \_\_\_\_\_ Given/First Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Department: \_\_\_\_\_

Level (check one):     Undergraduate     Graduate    Expected graduation date: \_\_\_\_\_

Semester requested for reduced course load: \_\_\_\_\_ Number of credits you will take: \_\_\_\_\_

### TO BE COMPLETED BY THE ACADEMIC ADVISOR

There are limited situations in which an international student may take a reduced course load. Listed below are the legally acceptable reasons for taking a reduced course load. Please check the reason that applies.

- The student will have completed all required formal course work by the start of the semester and will enroll in \_\_\_\_ credits this semester. Note: "Formal course work" does not include research, problems and/or independent study credits.
- The student is having difficulty in his/her first or second semester with:
  - English language
  - Reading requirements
  - American teaching methods
  - Improper course level placement
- The student will graduate at the end of this semester
- The student has a medical condition (attach documentation from a licensed medical doctor, doctor of osteopathy, or clinical psychologist)
- The student is taking classes both at MU and another school (attach a registration confirmation from the other school)

Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Title \_\_\_\_\_

**ISSS Advisor Authorization**  
 ISSS Advisor \_\_\_\_\_ Date \_\_\_\_\_     Approved     Denied  
 Comments: \_\_\_\_\_