

REDUCED COURSE LOAD

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
Phone: 517.353.1720 | Fax: 517.355.4657
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International students on F-1 or J-1 visas are required to maintain full-time enrollment during fall/spring semesters. If summer is first or final semester of the student, then student must be enrolled full-time. The Student and Exchange Visitor Program (SEVP) allow students who are unable to enroll full-time, to apply for Reduced Course Load (RCL). Failure to complete this form in a timely fashion, may result in termination of the student's immigration (SEVIS) record. **Termination of a SEVIS record is very serious and can have many negative consequences. It can end the student's ability to stay in or travel to the U.S. and attend school.**

THIS SECTION TO BE COMPLETED BY ACADEMIC OR GRADUATE ADVISOR

Academic advisors who are signing this form are ONLY confirming that they have met with the student and discussed academic consequences of being less than full-time. Academic advisors are not approving the RCL form but simply confirming the student was advised accordingly. OISS is responsible for adjudicating immigration related forms.

Student's Name:		Student's Expected Date of Completion:	
Name of Academic Advisor or Graduate Advisor: Susan Hoekstra / David Rayl / Michael Kroth			
Department: College of Music	Title: Academic Advisor / Associate Dean	Email: musgrad@msu.edu	
Signature:	Date:	Phone: 517-353-9122	

THIS SECTION TO BE COMPLETED BY STUDENT

Last Name:	First Name:	PID: A	
Program Level: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral <input type="checkbox"/> ELC	Phone:	Date of Birth:	
Semester of RCL: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	Enrolled number of Credits IF RCL is approved:		

IMPORTANT REMINDERS FOR STUDENTS (Check ALL)

- If I will not enroll full-time, I MUST apply for RCL and obtain permission PRIOR to enrolling below full-time.
- I understand that I MUST provide proof of enrollment for the semester of request RCL.
- I understand that I MUST enroll full-time each semester until ALL program requirements are completed.
- I understand that F-1 visa regulations allow me to reduce my course load below full-time for academic reasons for only one semester per degree level (i.e. Bachelor's Master's, Doctorate). I am eligible to apply for RCL during my FINAL Semester.
- I understand, I must enroll for at least half of full-time required credits. (BA: 6 credits, Master's: 5 credits, Ph.D.: 3 credits)
- I understand that I can only enroll in **ONE online course** to count towards my full-time required credits
- I understand that I am responsible for dropping/resigning my courses and I must work with the academic advisor to drop courses.
- I understand that if summer is my **first** or **final** semester AND I will enroll full-time, I MUST complete this RCL form or enroll full-time.
- I understand that I must complete my course of study by the program end date listed on my SEVIS Record.
- I understand that during my final semester, OISS will update my I-20 and will shorten the ending date of my I-20.
- I understand that once this RCL is process by OISS, it cannot be changed.

Exceptions to the full-course-of-study (Check ONLY one)

- 1. Initial difficulty with reading requirements (first year of study only) (once per program level)
- 2. Initial difficulty with English language (first year of study only) (once per program level)
- 3. Unfamiliar with American teaching methods (first year of study only) (once per program level)
- 4. Improper course placement (appropriate any time during course of study.) (once per program level)
- 5. FINAL semester exemption (You must complete all courses this semester). Student must enroll in a minimum number of credits required to graduate. The I-20 end date will be shortened to reflect that student is completing the program. _____ (initial): I will not enroll for online courses ONLY. No on-campus employment or CPT after this date.
- 6. Medical condition that prevents full-time study. Student must obtain an official letter from a U.S. medical doctor or a board-certified psychologist stating the reason for a reduction in course load for health reasons to part-time study or zero credits. The letter must also detail the period of the RCL. A copy of the doctor/psychologist official letter must be on file with OISS. Medical RCL can only be approved per semester for a total of 12 months.

Student Signature:	Date:
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THIS SECTION TO BE COMPLETED BY OISS

Student to be full-time by:	Date:
<input type="checkbox"/> Approved by OISS	<input type="checkbox"/> Denied by OISS
Signature:	