

## F-1 Student Reduced Course Load (RCL) Approval Form

All F-1 international students are required to maintain a full-time course of study while at Houghton College. Any deviation from this rule requires approval from the appropriate authorities. Full-time is defined as 12 credits for undergraduate students and 9 credits for graduate students.

### STUDENT SECTION

Full Name: \_\_\_\_\_ Major(s): \_\_\_\_\_

Semester Requested for Reduced Course Load: \_\_\_\_\_

I understand that this request, if approved, is solely for the purpose of maintaining my F-1 status. I also understand that, if approved, this RCL will only apply for the semester listed above. If I need additional RCL's in the future I must apply separately. I also understand that I may not exceed 12 total months of RCL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ADVISOR/DOCTOR SECTION

Please check the appropriate boxes below, including whether this RCL is due to academic or medical reasons

Academic:

Initial difficult with reading requirements

Initial difficulty with English language

Unfamiliarity with American teaching methods

Improper course placement

Concurrent enrollment in courses at another university which bring total enrollment to full-time

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

Number of credits student will take: \_\_\_\_\_ Recommended duration of RCL: \_\_\_\_\_

Medical:

Illness or medical condition that prevents full-time study (please attach a letter with the following):

- Recommendation of RCL (including specific number of credits) due to medical reasons
- Signature of a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist
- Student's full name and date of birth
- Specific dates for which the reduced course load is recommended