

Reduced Course Load (RCL) Request Form

Do not register for a course load (or drop a course) that will place you in RCL status without first obtaining DSO (Designated School Official) permission. RCL approval may be obtained by completing Sections 1 and 2 of this form and then meeting with a DSO in the office of International Students and Scholars (ISS).

Definition of RCL

- Undergraduate students – Enrollment in less than 12 credit hours per semester
- Graduate students – Enrollment in less than 8 credit hours per semester
- Students withdrawing from one or more courses must remain enrolled in at least 6 credit hours (unless the RCL is for medical reasons or for last semester)

Section 1 for Student: Complete items 1 -6 below and then submit this form to your Academic Advisor to complete Section 2.

1. Student Name: _____ 2. PNW ID# _____

3. Semester RCL is requested: Spring _____ Fall _____ Year _____

4. Reason for RCL Request:

Improper Course Placement Initial English Language Difficulty Unfamiliarity with American teaching methods

Initial difficulty with reading requirements

Last semester of a student's academic program (student will complete all degree requirements and graduate in the requested RCL semester). Must be enrolled in at least one in-class course.

Medical (request must include a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending RCL—DOES NOT NEED TO STATE MEDICAL CONDITION)

5. Student explanation (if applicable)

6. Student signature _____ Date _____

Section 2: for the Academic Advisor/Department (not needed for Medical RCL)

Comments for approving or denying request (if applicable):

Recommendation: Approved Denied

Name: _____ Title/Department: _____

Signature _____ Date _____

Course to be dropped (if applicable) _____

TO THE STUDENT: YOU MUST SUBMIT THIS COMPLETED FORM TO ISS BEFORE WITHDRAWING FROM THE COURSE.

You must remain in at least 6 credit hours, unless granted the RCL for medical reasons or for last semester. If last semester, final class required to be in-class. You are responsible for officially withdrawing from the course in the Enrollment Services Center (LAWSHE Hall 130) if this request is approved by ISS.