



Reduced Course Load (RCL) Memo

Student: _____ Bear #: _____ Term: _____

The above named student holds immigration status as an F-1 or J-1 student. Immigration regulations require this student to maintain a **full-time course of study or its equivalent each semester** in order to maintain legal status. Please complete this form to assist the UNC Center for International Education to determine if the student meets this requirement.

International Students must generally be enrolled in a minimum of **12 credit hours** for undergraduates or **9 credit hours** for graduate students **during fall and spring terms** to meet the **full time course of study** requirement (summer and winter terms excluded). However, a student enrolled in fewer credit hours for a particular semester may be considered to be engaged in the **equivalent of full time study** under certain specific circumstances, listed below.

Please check **one** of the following for your student advisee:

- _____ Student is enrolled in the equivalent of full time study because he/she
- a. _____ is working on a thesis or dissertation (circle one) for _____ credit hours.
 - b. _____ is working on a thesis or dissertation (circle one) and is enrolled in _____ additional credit hours.
 - c. _____ is working on a thesis or dissertation proposal (circle one) for _____ credit hours.
 - d. _____ is working on a Thesis or dissertation proposal (circle one) and is enrolled in _____ additional credits.
 - e. _____ is preparing for or taking (circle one) comprehensive exams and is enrolled in _____ credit hours.
 - f. _____ is involved in an internship

_____ Student is deficient in English language proficiency and needs to carry a reduced course load while developing satisfactory language proficiency. *Note: Students taking IELP courses are not eligible for this RCL. Students admitted to a full degree program may be required to take IELP courses.* **ONLY CIE CAN APPROVE THIS RCL.**

_____ Student is unfamiliar with U.S. teaching methods and needs to carry a reduced course load to become familiar with U.S. teaching methodologies. *Note: Students in the IELP or graduates of the IELP are not eligible for the RCL.* **ONLY CIE CAN APPROVE THIS RCL.**

_____ Student must drop a course due to improper placement. **A detailed explanation must accompany this RCL.**

_____ Student is in the final semester of his /her degree program and does not need to enroll in 12/9 credit hours to complete the degree. **(Must still carry at least 1 credit hour)**

_____ Student has a medical condition that requires the student to reduce the course load. **(Documentation from a physician must accompany this form)**

Comments: _____

Name of Advisor: _____ Department: _____

Signature of Advisor: _____ Date: _____

Expected Degree: _____ Expected Date of Completion: _____

Please submit this completed form to: Center for International Education, Campus Box 52. Please call (970) 351- 2396 with questions about completing the form.