

## REDUCED COURSE LOAD (RCL) REQUEST

To maintain F-1 visa status, you must be enrolled full-time. Permission to drop below full time must be approved by the Center for International Education by completing a Reduced Course Load (RCL) Request through UNC Global.

### GETTING STARTED

- Navigate to [www.unco.edu/cie/forms](http://www.unco.edu/cie/forms)
- Select *Reduced Course Load Request*
- Use your UNC student credentials to login

### YOU WILL BE FINISHED WHEN

- There is a check mark under “Completed” in all available sections.
- You have clicked the “Submit” button.

### FIRST TIME ACCESSING UNC GLOBAL?

You will need to enter the following information before continuing to the RCL Request.

- **Foreign Address** – This is not your U.S. address. City and Province are both required. If your address does not them, enter “none”.
- **Emergency Contact** – This contact can be in your home country or the United States.

### STEP 1 – Select the Term

- Terms
- ☐ Spring, 20XX
- ☐ Fall, 20XX

This allows you to choose which semester you will apply the reduced course load authorization to. Keep in mind that this is not always the current semester.

### STEP 2 – Read the Instructions

#### Instructions

The Instructions section provides an explanation of the Reduced Course Load Request requirements and how you can complete each one.

### STEP 3 – Review the Available Exceptions

#### Learning Content

The Learning Content section provides an explanation of the RCL reasons that are available. You must carefully review this content and mark it as read to complete it.

### STEP 4 – Provide a Digital Signature

#### Signature Documents

The Signature Documents section contains the statement of understanding. You must read it and sign digitally to indicate your agreement and understanding.

### STEP 5 – Explain the Situation

#### Questionnaire(s)

The Questionnaire(s) section contains the request to drop below full course load. You must select the reason that applies to your situation (explained in Learning Content), input the semester start and end dates, and provide an explanation of your situation. More information is available on the next page.

### STEP 6 – Request Approval

#### Recommendations/Confirmations

The Recommendations/Confirmations section contains the electronic request link where you will enter your academic or international advisor's information, your bear number, and a description of your situation requiring a full course of study exception.

We highly recommend talking with your advisor before you send this recommendation, so they know to expect it. (More information on the next page.)

### STEP 7 – Upload Supporting Documents

#### Attached Documents

This step is **only** for students choosing the “Illness or Medical Condition” reason. If you are using a different reason, leave this section empty. The Attached Documents section allows you to upload evidence supporting your illness or medical condition. If you are using the medical reason, you **must** attach this.

Once you submit your request, the Center for International Education will review your RCL Request and notify you whether it is accepted or denied. Remember that you must complete a new RCL Request for **every** fall and spring semester you drop below full time, even if you are using the same reason.

Call (970) 351-2396 or email [cie@unco.edu](mailto:cie@unco.edu) with questions about this process.

## RCL REQUEST ADDITIONAL INFORMATION

### AM I ELIGIBLE FOR RCL AUTHORIZATION?

- *Completion of Course of Study*
  - You are in the final semester of your program
- *Full-Time Equivalent*
  - You are participating in your thesis, dissertation, or preparing/taking comprehensive exams
  - You are participating in a department-approved internship or practicum
  - Your entire program is 18 credits or less, this is often certificate programs (graduate level only)
- *Academic Difficulties* (only once per degree level)
  - You are experiencing initial difficulties with the English language (only in your first year)
  - You are experiencing initial difficulties with reading requirements (only in your first year)
  - You are experiencing unfamiliarity with American teaching methods
  - You are experiencing improper course level placement
- *Medical Conditions*
  - You are unable to be enrolled full time due to a temporary illness or medical condition (cannot exceed 12 months)

### HOW DO I FILL OUT THE QUESTIONNAIRE?

The "Drop Below Full Courseload Request" questionnaire has four parts.

1. *Reason for Drop Below Full Course Load*
  - You must select one of the accepted RCL reasons that applies to your situation
  - These reasons are explained, in detail, in the Learning Content section
2. *Start Date*
  - This is the first date of the semester you will apply the reduced course load authorization to
  - If you do not know this date, it is listed on the Application Page
3. *End Date*
  - This is the last date of the semester you will apply the reduced course load authorization to
  - If you do not know this date, it is listed on the Application Page
4. *Remarks*
  - Please provide our office with an explanation of your circumstances and how they relate to the reason you have selected

### WHAT DOES A DIGITAL SIGNATURE MEAN?

Your digital signature has the same legal significance as signing a document in ink, by hand. Once you agree to the Statement of Understanding, you have provided legal verification that you understand the given content.

### WHAT IS ILLNESS/MEDICAL DOCUMENTATION?

You must provide supporting documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to substantiate the illness or medical condition.

- The recommendation must show that either you should be enrolled part time or not enrolled due to your circumstances.
- You must provide current documentation for each new term you need to drop below full time enrollment.

### HOW CAN I COMMUNICATE WITH MY ADVISOR?

Your request cannot be submitted or accepted without approval from your academic advisor. If you do not communicate effectively with your advisor, they might not approve or even see the recommendation, preventing you from submitting the application.

We highly recommend talking with your academic advisor before you send this recommendation, so they know to expect it, and we have outlined key points to include in the Remarks section of your recommendation request.

- *Introduce yourself*
  - Hello, my name is \_\_\_\_\_ and I am in your \_\_\_\_\_ class.
  - Hello, my name is \_\_\_\_\_ and I am one of your advisees.
- *Explain what you are requesting*
  - As an international student, I cannot drop below full-time without approval from my academic advisor that I qualify for reduced course load authorization.
- *State the reason you selected*
  - I am requesting to drop below full-time because\_\_\_\_\_.
    - This is my last semester
    - I am working on my thesis
    - I am having difficulty with \_\_\_\_\_
    - I don't think I was well-prepared for \_\_\_\_\_ class
- *Provide a thorough description of your situation*

Call (970) 351-2396 or email [cie@unco.edu](mailto:cie@unco.edu) with questions about this process.