



## International Student & Scholar Services

Madison Hall, 2<sup>nd</sup> Floor - MSC 5731 • Harrisonburg, VA 22807 • (540) 568-5209 phone • (540) 568-3310 fax • [iss@jmu.edu](mailto:iss@jmu.edu)

### Reduced Course Load

Immigration regulations dictate that a **Reduced Course Load (RCL)** must be authorized prior to an F-1 student dropping below full-time status. A RCL can only be granted for specific reasons, as outline below. If you are experiencing **Academic Difficulties**, contact your academic advisor to discuss your circumstance that might qualify you for a RCL or to have your academic advisor verify that you are in your final semester and are fulfilling all graduation requirements in this term.

#### To be completed by STUDENT:

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Student's Name: \_\_\_\_\_ JMU ID #: \_\_\_\_\_

Program (check one):  Graduate  Undergraduate Number of credits currently enrolled in: \_\_\_\_\_

Course(s) to be dropped (course number): \_\_\_\_\_

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I am requesting a reduced course load for the (choose one) **Fall / Spring 201**\_\_\_\_\_ semester for the following reason:

- Academic Difficulties.** I am experiencing academic difficulties related to the area listed below with a brief explanation. I understand RCL for academic difficulties can only be authorized once and I would still be required to maintain at least six credits for the semester. I must resume full time enrollment at the start of the next available semester.
- Initial difficulty with English language
  - Initial difficulties with reading requirements
  - Unfamiliarity with American teaching methods
  - Improper course level placement

**My explanation for requesting this reduced course load is as follows:**

- Final Semester.** I expected to complete all degree requirements by the end of this semester and have no other course or requirements; therefore I'm requesting to carry less than a full-time course of study in my final semester.
- Illness or Medical Condition.** I have a medical condition that limits my ability to attend class and I will provide medical documentation to substantiate the illness or condition from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist. My academic/faculty advisor does not need to complete this form.

#### To be completed by JMU ACADEMIC ADVISOR/FACULTY ADVISOR:

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Any additional comments related to the above students' request for a RCL:

I certify that all information provided on this form is accurate to the best of my knowledge and judgment.

Name and title (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

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