

## Reduced Course Load (RCL) Request Form

International students are required to be enrolled in a full course load each Fall and Spring Semester for a minimum of 12 units. Listed below are the allowable reasons per U.S. federal immigration regulations for a reduced course load. **Reasons must be verified by your academic counselor and then approved by our office before you are authorized to drop any courses.** Please complete this form and send it to our office or email to [international@contracosta.edu](mailto:international@contracosta.edu).

**NOTE:** Approvals will be sent to your CCC student email address; **DO NOT DROP ANY COURSES UNTIL YOU RECEIVE EMAIL APPROVAL.**

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### To be completed by STUDENT:

Legal Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Surname/Family Given Names  
Semester: (circle one) Fall or Spring Year: 20\_\_\_\_\_ Email Address: \_\_\_\_\_

*"By signing below, I understand that if I am authorized to reduce my course load, I must maintain a minimum of 6 units for the semester approved. For future semesters, I will maintain a full-time course load, unless it is my final semester and I do not need 12 units to graduate."*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date (Month/Day/Year)

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### To be completed by ACADEMIC COUNSELOR:

I recommend a Reduced Course Load for the student above for one of the following reason:

**Reason for Reduced Course Load (select one):** Option #1-4 are possible once during their first semester. A reduction allows students to drop below 12 units to a minimum of 6 units.

- ☐ 1. Initial difficulty with English language.
- ☐ 2. Initial difficulty with reading requirements
- ☐ 3. Unfamiliarity with American teaching methods.
- ☐ 4. Improper course level placement.
- ☐ 5. Medical reason enrolling less than full-time (documentation must be from licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist). Option #5 is possible for 12 total months at the current degree level, and must be resubmitted each semester.
- ☐ 6. Student needs less than a full course load to finish the degree program, and will graduate in the current term (Only available for a total of two semesters.)

\_\_\_\_\_  
Advisor signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

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### **For Office Use Only:**

SEVIS ID: \_\_\_\_\_ SEVIS input date: \_\_\_\_\_ DSO initials: \_\_\_\_\_ Date: \_\_\_\_\_