



Office of International Affairs  
International Student & Scholar Services

## Reduced Course Load (RCL) Form for Completion of Course of Study

U.S. Citizenship and Immigration Service regulations require all international students in F-1 or J-1 status to be fully enrolled. Undergraduates must take 12 credit hours each semester and graduate students must take 5 graduate credit hours each semester. 8 CFR 214 (f) and 22 C.F.R. § 62.23(e)] provide limited exceptions to this rule. One exception is for a student in their final semester of study, if fewer credits than a full-time course load are needed to complete the degree.

### Section I (to be completed by student):

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Major: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Attach to this form verification that you have applied for graduation through the UCDAccess Student Portal.**

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### Section II (to be completed by Academic Advisor): PLEASE CIRCLE ONE OF THE OPTIONS BELOW AND SIGN AND DATE WHERE INDICATED.

**Completion of Course of Study**, as defined in 8 CFR 214.2 (f)(6)(iii)(C) and 22 C.F.R. § 62.23(e)(6).

**A.** Graduate students who have completed formal coursework and are preparing for comprehensive examinations or are actively engaged in thesis or dissertation work may be registered for matriculation credit only.

OR

**B.** Undergraduate or graduate completing a program during the current term. Number of remaining credits required for degree completion: \_\_\_\_\_ \* (required field)\*

**Please use this space to specify which courses are required for the student to complete the degree.\***


Signature of Advisor/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Advisor/Dean: \_\_\_\_\_ Department: \_\_\_\_\_

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### ISSS USE ONLY

Authorized semester: \_\_\_\_\_ Authorized date approval: \_\_\_\_\_

If RCL is denied – reasons why: \_\_\_\_\_

Method and date of when student was informed of the denial: \_\_\_\_\_

Initials of International Services Specialist: \_\_\_\_\_