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. \(8\ \text{CFR}\ 214\ (f)\) and \(22\ \text{C.F.R.} \ §\ 62.23(e)\) 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.

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 \(8\ \text{CFR}\ 214.2\ (f)(6)(iii)(C)\) and \(22\ \text{C.F.R.} \ §\ 62.23(e)(6)\).

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.*

<table>
<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
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Signature of Advisor/Dean: ___________________________ Date: __________________________

Printed Name of Advisor/Dean: ___________________________ Department: __________________

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: __________________