# Reduced Course Load

## How to reduce your course load

1. Use this form to request enrolling for less than 9 UO credits as a graduate student, or less than 12 UO credits as an undergraduate.
2. Follow all specified requirements under your RCL reason.

### Personal Information

<table>
<thead>
<tr>
<th>Family Name, First Name, Middle Name</th>
<th>UO Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa Type</td>
<td>SEVIS Number</td>
</tr>
<tr>
<td></td>
<td>N00</td>
</tr>
<tr>
<td>Admit Term</td>
<td>I-20 or DS-2019 Expiration Date</td>
</tr>
<tr>
<td>Level</td>
<td>Number of Credits in RCL term</td>
</tr>
<tr>
<td></td>
<td>Email</td>
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<tr>
<td></td>
<td>Phone Number</td>
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</tbody>
</table>

### RCL Reason

1. Requires a departmental advisor signature:
   - Final Term of Study
   - Thesis, dissertation, portfolio, project, recital (3 credits minimum per term required)

2. Requires a meeting with an international student advisor
   - Concurrent enrollment (Schedules for UO and other school required, minimum 6 credits at UO)
   - Medical Leave (Written statement from medical professional required)
   - Vacation Term (Must have been enrolled full time for 3 previous terms)

3. Requires first a meeting with a Departmental Advisor and then a meeting with an International Advisor
   - Academic Difficulties (6 credit minimum)
     - Improper Course Level Placement
     - Initial Difficulty with Reading Requirements
     - Unfamiliarity with American Teaching Methods

Departmental Advisor Signature: ____________________________ Date: _______________
Departmental Advisor Name: ____________________________ Department: _______________

### Signature

I understand that this request is for a specified term only and that it may affect my eligibility for UO funding.

Student Signature ____________________________ Date: _______________

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**Office Use:** RCL Approved Initial | SEVIS Initial | GOAINTL Initial | Database Initial

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