



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

**ACADEMIC REDUCED COURSE LOAD**

Students who wish to drop below full time (12 credits, 3 of which can be online), during the academic term, may apply for reduced course load (RCL). **Do not drop below 12 credits until you are approved from the Cranwell International Center.**

RCL can be approved for academic difficulty only once per degree level. Students who are approved for Academic RCL must enroll for at least 6 credits, with at least 3 credits on-campus.

- Do not complete this form if a 'W' grade will be given.
- Please complete this form if the course will be removed from the student's transcript and a 'W' grade will not be received.

**STUDENT INFORMATION**

Name \_\_\_\_\_  
Last/Family First Middle (if any)

Email \_\_\_\_\_ VT ID# \_\_\_\_\_

Phone \_\_\_\_\_ SEVIS ID: N00 \_\_\_\_\_

Local address: \_\_\_\_\_  
Street Address City State Zip Code

**TO BE COMPLETED BY ACADEMIC ADVISOR**

Full-time is 12 credits, 3 of which can be taken online. The student is requesting to drop below full-time. Immigration regulations permit this only under limited circumstances.

For which semester is the student requesting a reduced course load?

- Fall  Spring  Summer  Summer II

Year \_\_\_\_\_

Immigration regulations only allow reduced course loads to be granted in the following circumstances:

1. \_\_\_\_\_ Initial difficulty with the English language (*1<sup>st</sup> semester only*)
2. \_\_\_\_\_ Initial difficulty with reading requirements (*1<sup>st</sup> semester only*)
3. \_\_\_\_\_ Improper course level placement (*Please explain in comment section below*)
4. \_\_\_\_\_ Unfamiliarity with American teaching methods (*1<sup>st</sup> semester only*)
5. \_\_\_\_\_ Student will complete course of study in current semester.

Advisor Name \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Advisor Title \_\_\_\_\_

Comments