

F-1

Tompkins Cortland Community College
Global Initiative Office, Room 230

F-1 Reduced Course Load Application

F-1 international students are required by U.S. law to pursue a full course of study each fall and spring semester. A full course of study is defined as carrying 12 credits at the undergraduate level. Under certain academic circumstances, you may qualify for a reduced course load (RCL) of 6 credits, or less for an illness or medical condition. There are limited reasons you are allowed to apply for an RCL, and unless it is a medical reason, you are only allowed to apply for an RCL **once during your time in the U.S.**

To apply, you must:

1. Still be enrolled full-time. If you already dropped below, you do not qualify.
2. Have your academic advisor complete this form explaining the academic difficulties that you are experiencing. Academic difficulties are restricted to initial difficulties with English or reading requirements, unfamiliarity with U.S. teaching methods or improper course level placement.
3. If you are suffering from an illness or medical condition, you must provide us with documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist describing the nature of your illness or conditions.
4. Complete this form and submit it to TC3 Global Initiatives Office before taking any action to reduce your course load.

Your application will be reviewed by TC3 Global Initiatives Office by one of our campus Designated School Officials (DSO's) and, if approved, you will be given authorization to reduce your course load for a specific period of time. **A reduced course load based on academic difficulties may only be authorized for one term during your program of study.** A reduced course load warranted by an illness or medical condition may be extended if there are serious circumstances necessitating such an extension.

You are required to resume a full course of study in the semester immediately following your RCL authorization (excluding summer). You are responsible for enrolling full-time in the next required semester at TC3 in order to maintain your F-1 status. Please contact your academic advisor to ensure you find classes that best meet your academic needs for your continued success at TC3.

Complete the next page of this form in order to request a RCL, and sign up for an appointment with a DSO when you have completed the form and spoken with your academic advisor or collected the necessary medical documentation.

STUDENT DATA - RCL REQUEST

Last Name: _____

First Name: _____

TC3 Student ID Number: _____

SEVIS ID Number: N000 _____

Semester you are requesting a Reduced Course Load (RCL) Please Circle: Fall Spring Summer 20_____

Current Program at TC3: _____ A.S./A.A.S

Current Phone Number: _____

Current E-Mail: _____

Current Mailing Address: _____

Reason you are requesting a Reduced Course Load (RCL)- check one:

Academic Difficulty

- Initial difficulty with the English language.
- Initial difficulty with reading requirements.
- Unfamiliarity with the US teaching methods or requirements.
- Improper course level placement.

Illness or Medical Condition: *(documentation is required and attached)*

- Illness or medical condition.

Advisor’s Certification for F-1 International Student Reduced Course Load

Advisor Instructions: The student named on this form has requested permission to reduce his or her course load for an academic or medical reason. In accordance with Federal regulations, the TC3 Global Initiative Office requires your certification of the following information:

1. Is the student still attending class? _____

2. If the student has indicated that s/he is having academic difficulty, please explain the nature of that difficulty:

3. If the problem is with English or reading requirements, indicate why it might be considered to be “initial” difficulty:

4. Identify the affected courses by the course code and title: _____

5. When is the student expected to complete his/her program of study? _____

Advisor’s Signature

Date

Advisor’s name

Advisor’s phone

E-mail

TC3 Global Initiatives (DSO) Action:

Approved: _____ **Period covered:** _____

SEVIS RCL Authorized on _____ **(date)**

Denied because: _____ **By:** _____

Signature of DSO Processing: _____

ADVISORS RECOMMENDATION

I recommend (name of student) _____

Carry a reduced course load of _____ credits (not less than 6) for the _____ (semester) for the following academic reason:

Initial difficulty with the English language. Describe the difficulty and why it is considered “initial”

 Initial difficulty with reading requirements. Describe the difficulty and why it is considered “initial”

 Unfamiliarity with US teaching methods or requirements. Describe the difficulty the student is experiencing.

 Improper course level placement. Describe the reason for the improper placement:

The student’s expected graduation date is: _____

Name of Advisor: _____

Signature of advisor: _____

Date: _____

Advisor’s phone: _____ E-mail: _____

TC3 Global Initiatives (DSO) Action:

Approved: _____

Period covered: _____

SEVIS RCL Authorized on _____ (date)

Signature of DSO Processing: _____

Denied because: _____

By: _____