

F-1 Visa Academic Reduced Course Load Request

An F-1 visa student may request a reduced course load if they meet immigration regulations requirements. ***This form is for Academic Reduced Course Loads only, for a Medical Reduced Course Load please see our Medical RCL form on the website along with the checklist.*** A request must be approved by the NWTC International Programs office and a new I-20 issued before it takes effect. Dropping below a full course load (12 credits) without prior approval from International Programs office will result in a loss of legal status.

Acceptable Reasons for an Academic Reduced Course Load

1. **Students in their final semester who require less than full course load to complete their program**
 - Requires a signature from academic advisor
2. **Academic difficulty due to:**
 1. Improper course level placement
 2. Initial difficulty with reading requirements
 3. Initial difficulty with the English language
 4. Unfamiliarity with American teaching methods
 - Students must still maintain at least 6 credits when requesting Reduced Course Load for academic difficulty and it can only be approved one semester.
 - Requires a signature from academic advisor or Designated School Official

Student Name: _____

Reason for Academic Reduced Course Load Request (check one)

- ☐ Final semester of program
- ☐ Academic difficulty due to improper course level placement
- ☐ Academic difficulty due to initial difficulty with reading requirements
- ☐ Academic difficulty due to initial difficulty with the English language
- ☐ Academic difficulty due to unfamiliarity with American teaching methods

Comments _____

I have discussed the circumstances with the student and recommend a Reduced Course Load for the current semester.

Academic Advisor or Designated School Official Signature

Date

Print Name

If you have questions about reduced course load, please contact NWTC International Programs:
international@nwtc.edu