

## 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:

Jenna Putzstuck	920-498-5443	<a href="mailto:Jenna.Putzstuck@nwtc.edu">Jenna.Putzstuck@nwtc.edu</a>
Beau James	920-498-5702	<a href="mailto:Beau.James@nwtc.edu">Beau.James@nwtc.edu</a>