

Reduced Course Load Request Form

This form is to be submitted by students who are seeking authorization for a reduced course load. A reduced course load is defined as anything below 12 credit hours for undergraduate students, and anything below 9 credit hours for graduate (MFA) students. Please note, requests for reduced course loads are only considered in exceptional circumstances.

_____ N _____
CCS Student ID # SEVIS ID #

Family name: _____

Given name: _____

Email: _____

Telephone: _____

Major: _____

Date of Birth: _____

Program Start Date: _____

This student is requesting a Reduced Course Load (RCL) in the _____ semester of the 20__ academic year for the reason cited below:

- The student is in the final term of the degree and does not require a full-time course load to complete the program
- The student is having English language or reading difficulties
- The student is having difficulties in understanding American teaching methods
- The student has a serious medical condition which will interfere with his/her ability to enroll in, and attend, a full-time course of study for the specified term.
 - Medical conditions must be verified by a doctor or physician with supporting documentation. The verification should specify the amount of time required for convalescence. Verification is required ahead of each new term, for the course of the condition, and cannot exceed 12 consecutive months.

Please attach Academic Advisor or Doctor Comments

Comments should be signed on official letterhead, and include contact information.

Signature _____ Date _____
