

Reduced Course Load for F-1 Students: Academic Reason

Your ISS adviser can authorize you to drop a course and have part-time enrollment for an academic reason. These are the reasons allowed by the F-1 regulations:

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

Deadlines and Limitations:

- Requests for less than full-time enrollment must be supported with this form signed by the faculty instructor or academic adviser indicating which academic reason is causing the difficulty and the recommendation to reduce the course load.
- Reduced course loads cannot be approved for a previous quarter.
- Reduced course loads for initial difficulty or unfamiliarity with American teaching methods can only be approved within your first year at the UW or for a returning student after a long absence.

TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____

Student ID Number: _____ SEVIS ID Number: N _____

Which quarter are you requesting the Academic RCL (circle one): Autumn / Winter / Spring Year: _____

Because of my academic situation, I plan to take: _____ credits ***must be at least 6 credits***

TO BE COMPLETED BY THE COURSE INSTRUCTOR OR ACADEMIC ADVISER

1. Reason for the Reduced Course Load (check one):
 - Initial difficulty with the English language
 - Initial difficulty with reading requirements
 - Unfamiliarity with American teaching methods
 - Improper course level placement
2. I support the student's request to reduce their course load (circle one): Yes / No
3. Sign and date below:

Course Instructor or Academic Adviser name (printed) Phone number

Signature Date

4. Academic department: _____

5. Comments (optional): _____

NEXT STEPS

Submit this form to ISS online at <https://iss.washington.edu/procedures/drop-and-withdrawal/academic-rcl/>.

Allow 10 business days for ISS processing. You will receive a new I-20 if your ISS adviser approves your RCL request.

Other Reminders:

- You must request the RCL and receive approval from your ISS adviser by the end of the quarter in which you want to drop the course.
- Due to the UW's robust admission, English language, and placement testing requirements, reduced course loads for academic reasons are granted only in extraordinary cases.
- If your request is approved, you must enroll in at least 6 credits, and you can only be authorized to reduce your course load once during each educational level.
- Submission of this form does not guarantee approval of a reduced course load, therefore you must verify approval of the request ***before*** dropping a course that will result in less than a full course load. You should also consult with your academic adviser as soon as possible if you are experiencing academic difficulty.
- Taking a reduced course load could affect your insurance coverage. If you have questions or concerns about your insurance coverage:
 1. Students with ISHIP coverage should contact the ISHIP Counselor at stdins@uw.edu
 2. Students with GAIP coverage should contact the Benefits Office at uwgaip@uw.edu
- The ISS office's reduced course load process only affects immigration status. You must independently contact other UW offices regarding their policies about studying less than full-time or changing your academic plans.

Course Drop Process:

- Do not drop your classes until you have received an approval email for an Academic RCL from ISS.
- If you are currently registered for classes and have been approved for an Academic RCL, you must take additional steps to change your enrollment to part-time:
 1. Fill out the UW Registrar's Registration Transaction form: <http://registrar.washington.edu/wp-content/uploads/sites/5/2015/07/regtranform.pdf>
 2. Submit the form to the ISS office. Allow 10 business days for ISS processing.
 3. Once your ISS adviser has signed the form, they will submit it to the UW Registrar's office on your behalf.