

Request for DSO approval for a Reduced Course Load (RCL)

(F-1 visa holders)

ALL RCL's MUST BE APPROVED PRIOR TO THE START OF THE SEMESTER
(unless dropping a class)

Every line must be filled out

Name _____ UF ID# _____

SEVIS ID: N _____

REASON FOR RCL:

Please check one of the following:

🍏 Academic difficulty exceptions

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

These are the only academic difficulty reasons for which a RCL may be approved. **Student must provide DSO with a letter of explanation from the professor and academic advisor.** An academic RCL can be approved only once while pursuing a course of study at a particular educational level. An academic RCL is only good for 1 semester/term.

🍏 Illness or medical condition exception

A RCL (or no course load) may be approved for a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months per level. **Student must provide DSO with a letter of explanation/request from a licensed medical doctor.** Approval must be reauthorized every semester/term.

Dates of requested RCL: _____

Reason in detail for RCL: _____

Student's signature _____

Date _____

Office Use Only

DSO initials _____

🍏 Approved _____

🍏 Denied _____