

**Reduced Course Load Request**

Today's Date: \_\_\_\_\_

Family/Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

USC ID Number: \_\_\_\_\_ SEVIS Number: **N00**

First Semester at USC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Degree Objective:  Bach  Master  PhD  Other: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Current Status:  F-1  J-1  Other: \_\_\_\_\_

Expected Graduation: \_\_\_\_\_ Email Address: \_\_\_\_\_

Local U.S. Address: \_\_\_\_\_

U.S. Citizenship and Immigration Services (USCIS) regulations require that international students **ENROLL** and **COMPLETE** the following number of units each semester in order to maintain valid F-1 or J-1 non-immigrant student status:

Units:	Student Type:	Units:	Student Type:
12	Undergraduate	6	Doctoral
8	Master's	6	Teaching and Research Assistants*

\*This form does **NOT** give permission by the Graduate School to take less than 6 units. You **MUST** contact your department or the Graduate School to complete their necessary procedures and submit this form to OIS.

The deadline to submit this form is the Friday of the second week of classes in Fall and Spring semesters. A reduced course load form is not necessary for summer session.

**THIS PORTION TO BE FILLED OUT AND SIGNED BY YOUR ACADEMIC ADVISOR**

**Reasons for a Reduced Course Load (RCL):**

- Academic difficulty (can be used one semester only per degree level)
- The student only needs \_\_\_\_\_ units in order to graduate (only if it is the student's final semester)
- Illness or other medical condition (Student Health Center or Medical Doctor (M.D.) documentation required)

Semester Requesting for: \_\_\_\_\_ Number of Units Student will Register for: \_\_\_\_\_

As the Academic Advisor for this student, I approve this student to carry less than the required number of units as indicated above.

Academic Advisor Signature      Academic Advisor Name (please print)      School/Department      Ext.      Date

Office use: \_\_\_\_\_ units for \_\_\_\_\_. Restrictions: \_\_\_\_\_. RCL: \_\_\_\_\_.