The Department of Homeland Security (DHS) requires that all F-1/J-1 visa holders enroll full-time each fall and spring semester that they are in the US studying on an F-1 or J-1 visa. **Full-time enrollment for a UG student is 12 credit hours per semester.** **Full-time enrollment for a GRAD student is 9 credit hours per semester.** Enrollment in summer courses is not required for F-1/J-1 visa holders. F/J visa holders are expected to maintain full-time registration and make normal progress toward a degree. “Normal progress” is the rate at which the average full-time student at Winthrop in a specific major advances toward a degree objective. Enrollment in a full course of study is the responsibility of the individual student and not the responsibility of an Academic Advisor or International Student Advisor.

DHS will allow the IC to approve a student to take a reduced course load (RCL) under very specific circumstances outlined below. To avoid the need for an RCL, the (IC) recommends that a student take more hours than are required for full-time enrollment to allow for a course to be dropped if needed. Please note: DHS does not allow a projected “bad grade” in a course to be an acceptable reason for an RCL. Academic probation is not authorized for RCL consideration. The IC will not approve a student for an RCL based on projected course grades or academic probation.

A request for a reduced course load (RCL) must be supported by your academic advisor as well as the International Student Advisor and must be approved **before** dropping below full-time. **Dropping below full-time before receiving approval from both your academic advisor and the International Student Advisor will result in your being out-of-status.**

Reasons to Request an RCL-

**Academic Difficulty due to:**

1. Improper course level placement;
2. Initial difficulty with English language or reading requirements;

- May be used during the first semester of study at Winthrop University only. Not an option for students who have studied in the US prior to studying at Winthrop.
- May be used only once while pursuing a course of study at a particular program level.
- Requires a letter of support for the RCL from your academic advisor.
- A student who has been fully admitted into a degree program and is placed on an RCL for initial difficulty with the English language, for example, must continue to attend classes toward their degree. A student approved for an RCL based on academic difficulty must continue to take at least 6 semester hours towards their degree. The IC may also set additional requirements, such as outside language instruction, as a condition of the RCL.
- Requesting an RCL based on academic difficulty does not affect a students’ eligibility to request an RCL for other reasons listed below.

**Medical Reason:**

- Requires supporting documentation from a licensed medical doctor, doctor or osteopathy or clinical psychologist. The letter does not need to state the specific medical condition, but it must indicate the condition requires less than full-time enrollment. The IC will verify this request for an RCL with the doctor prior to approving the RCL.
- Limited to 12 months of reduced course load per one course of study at a particular program level. An additional RCL for medical reasons will not be approved during the same course of study at the same program level.
- RCL must be renewed each semester (fall/spring) for up to 12 months based on supporting documentation provided by a licensed doctor as listed above.
- On-campus employment continued while on an RCL for medical reasons must be supported by the licensed doctor who provided the documentation for the RCL.

**Final Semester in your program of study:**

- At Winthrop, you must request an RCL in your final semester of study if you are going to be enrolled below full-time.
- An RCL can be authorized in the student's final semester if fewer courses are needed to complete the course of study.
- A student **may not** take "0" courses during the final term. Even if the school continues to enroll the student for administrative reasons, the student who will complete all requirements for the degree must apply for OPT, apply for a change of status, or depart the US.

*The IC reserves the right to take time to review an application for an RCL. It may take additional time to for our office to speak with a student's academic advisor, doctor etc., to determine the reason for the RCL request. RCL’s will not be approved “on-demand” by the International Center.*

Continued on Reverse 1/2012
The International Center (IC) of Winthrop University—Request for Reduced Course Load

Before completing this form please read the reverse side for information requesting a Reduced Course Load (RCL).

A. To be completed by student:

Students on F-1/J-1 visas are required to obtain permission from the IC before dropping enrollment to below full-time. DHS states that an F-1/J-1 student who drops below full-enrollment without prior approval from the IC will be considered out-of-status. Enrollment in a full course of study is the responsibility of the individual student and not the responsibility of an Academic Advisor or International Student Advisor.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>CWID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student WU E-mail Address:</td>
<td>Telephone #:</td>
</tr>
<tr>
<td>Academic Advisor Name:</td>
<td>Academic Advisor’s Email Address/Extension:</td>
</tr>
<tr>
<td>Current Academic Major/Minor:</td>
<td>Expected Program Completion Date:</td>
</tr>
<tr>
<td>Fall (December)</td>
<td>Year</td>
</tr>
<tr>
<td>Spring (May)</td>
<td>Year</td>
</tr>
<tr>
<td>Summer (August)</td>
<td>Year</td>
</tr>
</tbody>
</table>

B. To be completed by Academic Adviser:

The Department of Homeland Security (DHS) requires that all F-1/J-1 visa holders enroll full-time each fall and spring semester that they are in the US studying on an F-1 or J-1 visa. **Full-time enrollment for a UG student is 12 credit hours per semester.** **Full-time enrollment for a GRAD student is 9 credit hours per semester.** Enrollment in summer courses is not required for F-1/J-1 visa holders. F/J visa holders are expected to maintain full-time registration and make normal progress toward a degree. “Normal progress” is the rate at which the average full-time student at Winthrop in a specific major advances toward a degree objective.

Student can request a RCL based on academic difficulties, medical reasons, or their last semester of enrollment before completing their degree. More information on the reasons to request an RCL can be found on the back of this form. Do not hesitate to contact the IC at ext. 2133 if you have questions about this form or the information provided here.

<table>
<thead>
<tr>
<th>Academic Advisor Name/Contact Information:</th>
<th>Semester RCL requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Fall (December)</td>
<td>Year</td>
</tr>
<tr>
<td>□ Spring (May)</td>
<td>Year</td>
</tr>
<tr>
<td>□ Summer (August)</td>
<td>Year</td>
</tr>
</tbody>
</table>

Reason for student to be granted an RCL –

- The student needs less than a full course load to finish the degree program this semester.
- The student above is having academic difficulties - improper course level placement; initial difficulty with English language or reading requirements; unfamiliarity with US teaching methods.
- The student has a medical reason for being enrolled below full-time.

As this student’s academic advisor, I have read and understand the DHS regulations for requesting an RCL as explained on the back of this form. I endorse and recommend an RCL for this student during the semester requested above.

Academic Advisor’s Signature: ___________________________ Date: ___________________________

The International Center of Winthrop University, 701 Oakland Ave., 218 Dinkins Hall, Rock Hill, SC 29733 * 803-323-2133 * international@winthrop.edu

Continued on Reverse 1/2012