



International Student Center

## REDUCED COURSE LOAD (RCL) REQUEST ACADEMIC REASON

Complete this form with your academic counselor if you are requesting a reduced course load due to academic reasons.

**FOR STUDENT TO COMPLETE: Please type or print clearly**

<b>Last Name:</b>	<b>First Name:</b>
<b>PCC ID#:</b>	<b>Date of Birth: (MM/DD/YY)</b>
<b>Cell Phone #:</b>	<b>City of Birth:</b>
<b>PCC Email Address:</b> @go.pasadena.edu	<b>Semester Requested:</b>

- Immigration regulations require international students in F-1 status to register for, and complete, a full course load (12 units) in both the fall and spring semesters. **A F-1 student who drops below 12 units without approval from ISC will lose lawful F-1 status**
- I must receive a recommendation from the Academic Counselor's before submitting my form to ISC
- I must receive permission from PCC ISC **before I can drop or register for less than 12 units**
- I understand that a reduced course load for academic difficulty can be approved **only once per program level**. An additional RCL may be approved for "Final Semester" if less than 12 units are required to earn my degree
- I understand that if I am dropped by my instructor, I am no longer eligible to apply for reduced course load. I must register for other course(s) to maintain a full load (12 units)
- I understand that if approved for academic difficulty reduced course load, I must maintain the units recommended by the academic counselor or at least 6 units for the entire semester.
- Failure to comply and complete the above requirements could result in the termination of my F-1 status. My signature below signifies agreement of these terms and conditions

<b>Student's Signature:</b>	<b>Date (month/day/year)</b>
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**FOR ACADEMIC COUNSELOR TO COMPLETE: Please select only one reason**

**Please select only ONE reason (Academic or Final Semester)**

☐ **Academic difficulty RCL – Check only one reason from below:**

- ☐ Initial difficulties with the English language (First college academic year in the U.S.)
- ☐ Initial difficulties with reading requirements (First college academic year in the U.S.)
- ☐ Unfamiliarity with American teaching methods (First college academic year in the U.S.)
- ☐ Improper course level placement

As the counselor, I recommend this student to carry \_\_\_\_\_ units for the current semester. **Student MUST maintain and complete at least 6 units for the rest of the semester in order to be eligible for an Academic RCL.**

☐ **Final Semester** – This option **only** applies to students who are completing/have petitioned for an Associate's Degree:

As the counselor, I verify the student needs only \_\_\_\_\_ units in order to graduate/complete the Associate's Degree. The student has filed for graduation on \_\_\_\_\_ (month/day/year).

<b>Academic Counselor's Name:</b>	<b>Academic Counselor's Signature:</b>	<b>Date (month/day/year)</b>
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**For Office use only:**

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Units: \_\_\_\_\_ SEVIS: \_\_\_\_\_ BANNER: \_\_\_\_\_ Request Log: \_\_\_\_\_ SARS: \_\_\_\_\_ Email: \_\_\_\_\_