



# Reduced Course Load (RCL) Request Form

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. **An F-1 student who drops below 12 units without prior approval from ISC will lose lawful F-1 status.**

**STEP 1:** You must obtain an Academic Counselor's recommendation first.

**STEP 2:** Submit the RCL form to ISC. ISC advisors will review your RCL request. **ISC will make the final decision.**

**STEP 3:** Only upon approval, you will receive an e-mail from the ISC instructing you to drop classes.

- **If you are dropped by your instructor, you are not qualified for RCL** and you must register for another course to maintain a full course load (12 units)
- A reduced course load for "Academic Difficulty" can be approved **only once per program level (e.g. Associate, Bachelor's)**. An additional RCL may be approved for "Final Semester" if less than 12 units is needed to graduate.

### Student to complete:

Name: \_\_\_\_\_  
Family Name First Name MI

Date of Birth: \_\_\_\_\_ mm/dd/yyyy Phone#: \_\_\_\_\_ Email: \_\_\_\_\_@go.pasadena.edu

Major: \_\_\_\_\_ First Semester at PCC: \_\_\_\_\_ semester/year Expected Graduation: \_\_\_\_\_ semester/year

Program End Date on I-20: \_\_\_\_\_ mm/dd/yyyy Passport Expiration Date: \_\_\_\_\_ mm/dd/yyyy Visa Expiration Date: \_\_\_\_\_ mm/dd/yyyy

PCC ID#: \_\_\_\_\_ SEVIS ID#: **NOO** \_\_\_\_\_  
(last 8 digits)

This Reduced Course Load request is for \_\_\_\_\_, \_\_\_\_\_ year.  
spring / fall

Yes

**Before this Reduced Course Load request**, I have been authorized for a reduced course load at another U.S. institution.

No

*I have read and understood the information above and my responsibilities. I state that the information I provided on this form is true.*

Student Signature \_\_\_\_\_ mm/dd/yyyy

### Academic Counselor to complete:

- Academic difficulty RCL:** Check **only one** (student must maintain at least 6 units).
- 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

*Required Field*

As the academic counselor, I recommend the student named above to drop \_\_\_\_\_, and carry \_\_\_\_\_ units.  
course title(s) #

**Final Semester:** This option does not apply to students who transfer out before completing an Associates Degree.

- The student needs only \_\_\_\_\_ units in order to graduate/complete associate program.
- The student has filed for graduation: \_\_\_\_\_  
date filed

Academic Counselor Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ mm/dd/yyyy

### ISC staff to complete:

Unit # \_\_\_\_\_  SEVIS  SARS  Request log  Email A&R  Email student Initial: \_\_\_\_\_ Date: \_\_\_\_\_