

ISSS Use Only
Received by: _____ on _____
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Reduced Course Load Final Semester



Ph: 512-245-7966, Email: international@txstate.edu
www.international.txstate.edu

F-1 students are required by the Department of Homeland Security to maintain the terms and conditions of their nonimmigrant status. Failure to maintain status will result in the termination of a student's SEVIS record and require immediate departure from the US. F-1 students are required to pursue a "full course of study" every fall and spring semester; full-time in summer is only required when a student is admitted to begin in the summer term. A "full course of study" is considered full-time enrollment, which is **9 credit hours for graduate students and 12 credit hours for undergraduates**. **Dropping or registering below full-time enrollment without prior approval from International Student and Scholar Services (ISSS) is considered a violation of status.**

Final Semester RCL Limitation: A student who fails a course during the last term consisting of a final semester RCL, may again have a final session with less than a full course load. A second consecutive authorization for an RCL in a student's final semester should be reported in SEVIS in order to ensure that the student is continuing to make progress toward program completion. If a student does not finish the program of study after a second final term with an RCL, the student is not eligible for a third RCL. **Exception:** Graduate students not holding an assistantship can be enrolled in fewer than 9 hours and be considered full-time if they have completed all course requirements and are working on their thesis/dissertation only. The thesis/dissertation final semester can be granted for multiple semesters provided the student makes progress on the thesis/dissertation.

To Be Completed by the Student				
Full Name: _____		Student ID#: _____		
Academic Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> TSIE	Phone: _____	Email: _____		
Local Address: _____				
Street	Apt number #	City	State	Zip
Student Requirements (place an "X" next the following boxes indicating you understand the following):				
<input type="checkbox"/> Student cannot be enrolled in only online course(s). <i>(allowed during COVID-19)</i>				
<input type="checkbox"/> Student should apply for graduation by the deadline. Failure to apply for graduation does not permit continued enrollment.				
<input type="checkbox"/> Student who is participating in an internship or equivalent must also apply for Curricular Practical Training (CPT) with this RCL.				
<input type="checkbox"/> A student who has satisfied all degree requirements cannot continue to be enrolled and must apply for OPT, a change/adjustment of status, a SEVIS transfer, or depart the US.				
<input type="checkbox"/> The RCL is for immigration purposes only and does not permit multiple semesters of less than full-time enrollment for graduate students holding a graduate assistantship. Contact the Graduate College for graduate assistantship eligibility when using an				
Number of credit hours I wish to enroll: _____, Semester for this RCL: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Year: _____				
Student Signature: _____			Date: _____	

To Be Completed by an Academic or Faculty Advisor (NOT a DSO at ISSS)	
<i>By signing this form, you agree with this student's request for a reduced course.</i>	
1. Anticipated graduation semester: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Year: _____	
2. Is the student on thesis or dissertation?: <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, skip 2a and 2b).	
a. Semester student began thesis or dissertation coursework? <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Year: _____	
b. Has the student completed all non-thesis/dissertation coursework? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. I recommend the authorization of a final semester reduced course load for _____ hours in the following semester:	
<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Year: _____	
<i>Students on thesis/dissertation are permitted to use two final semester reduced course loads. If the thesis/dissertation extends beyond two semesters, then a statement from the thesis/dissertation advisor must be included explaining the current thesis/dissertation progress and remaining requirements for completion.</i>	
Comments: _____	
Advisor's Signature: _____	Phone Number: _____ Date: _____
Printed Name: _____	Title: _____ Email: _____

This form must be completed in its entirety otherwise the Final Semester RCL request will not be processed. Submit this form prior to the first day of classes or prior to dropping a course that results in less than full-time enrollment.

Form must be submitted on the online RCL Submission Portal:

<https://www.international.txstate.edu/current/Reduced-Course-Load--RCL-/RCL-Submission-Portal.html>