



Reduced Course Load (RCL) Due to Academic Difficulty Form

Per Code of Federal Regulations 62.23(e)(3), a student wishing to drop below full-time enrollment due to a legitimate academic reason must provide a written statement explaining the nature of the academic difficulty and how a reduced course load will benefit the student's academic success. **Students wishing to receive RCL Due to Academic Difficulty should complete the Student Information section of the below form and bring it to exchange advisors' drop-in hours to further discuss the request. If approved, an exchange advisor will complete the Academic Information section and approved the request.**

Student Information			
Last Name:		First Name:	
SF State Student ID:		SEVIS ID:	Noo
Phone:		SF State Email:	@mail.sfsu.edu
Field of study on DS-2019:			
Degree level:	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's	DS-2019 Program End Date:	
In the past, have you received RCL due to Academic Difficulty at a Bachelor's/Master's level? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Semester of Requested RCL due to Academic Difficulty:		<input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year:
By signing this form,			
<ul style="list-style-type: none"> I confirm that I have read the RCL Due to Academic Difficult information on https://oip.sfsu.edu/maintaining-status. I understand that I must register for no fewer than the number of units indicated below if my RCL is approved. 			
Student Signature:		Date:	

Academic Information			
The student named qualifies for a reduced course load due to (please check one only)			
<input type="checkbox"/>	Initial Difficulty with English Language or Reading Requirements (first semester students only)		
<input type="checkbox"/>	Unfamiliarity with U.S. Teaching Methods (first semester students only)		
<input type="checkbox"/>	Improper Course Placement. Course Title and Number:		
I support the student's request to take a reduced course load is due to one of the three reasons listed above.			
The student will only be enrolled in <input type="text"/> units for the above indicated semester.			
Additional Comments:			
Exchange Advisor's Name:			
Exchange Advisor's Signature:			
Email:		Date:	

OIP Office Use Only					
Date received:		Processed Date:		Processed By:	
				Scanned By:	