According to the Code of Federal Regulations, all F-1 and J-1 students must study full-time every required term (fall and spring semesters) and progress toward the completion of their academic programs [8 CFR 214.2(f)(5)(I)]. Students are permitted to reduce a course load (RCL) or drop/withdraw from class(es) only for limited reasons as described below. A student may not drop/withdraw from a course until authorized to do so by International Services (IS), as this may negatively impact a student’s immigration status.

Poor performance in a course does not necessarily justify a reduced course load.

Once completed, please email the form and all supporting documents to intserv@mail.montclair.edu.

Part 1: To Be Completed by Student

Name: ____________________________  CWID: ____________________________

Last Name  First Name

MSU email address: ____________________________  Phone: __________________

Major: ____________________________  Concentration: __________________

Check one:

_____ Medical Reduced Course Load (completed by student): A student must apply for an RCL if, due to a temporary illness or medical condition, s/he is unable to be full time enrolled. The student must provide a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist on letterhead corroborating the illness or medical condition, and recommending that the student be either part time or not enrolled due to medical circumstances. The letter must have been issued no earlier than 30 days before the start of the term for which the RCL is requested. An RCL for a medical condition may be granted for a total period of 12 months, and must be authorized by a DSO each semester. Return the RCL form with the letter to IS. An academic advisor signature is not required for medical reduced course load.

_____ Academic Reduced Course Load (completed by Academic Advisor): See Part 2

Part 2: To Be Completed by Academic Advisor

A student must apply for a reduced course load if, due to academic difficulties, s/he is unable to be enrolled full time. The student’s academic advisor must first verify the student’s eligibility to be less than full-time based on academic difficulties as specified below. A student may not drop/withdraw from a course until authorized to do so by IS, as this may affect a student’s immigration status.

Note: Students who transferred from another U.S. institution to Montclair State, and who completed one academic term at their previous school, are not eligible for an RCL based on initial English language difficulties, difficulties with the American academic system, or difficulties with reading requirements.

- Initial difficulties with the English language-- first semester only. Student must have demonstrated language-based difficulty in understanding course material and the ESL office must evaluate the student’s English proficiency. Poor performance in one course does not necessarily demonstrate difficulty with the English language. Additional English language instruction may be required as a condition of the reduced course load.
☐ Initial difficulties with the American academic system-- first semester only. Student must have demonstrated difficulty across all courses. Poor performance in one course does not necessarily demonstrate difficulty with the American academic system.

☐ Initial difficulties with reading requirements-- first semester only. Student must have demonstrated difficulty, despite best efforts, with required reading for courses. Failure to attempt assigned readings does not demonstrate difficulty with reading requirements. Additional English language instruction or tutoring may be required as a condition of the reduced course load.

☐ Improper course placement-- one time only. Student must demonstrate a legitimate reason why s/he is unable to continue in the course despite best efforts. Examples include being placed in a course without the required/recommended prerequisites or academic background. Please explain reason in space below.

☐ Student will complete all required credits in the current term and will begin thesis/dissertation in the following academic term: ________________.

☐ Student has completed all required credits and is only working on thesis/dissertation.

☐ Ph.D. student preparing for qualifying exam (Student must be enrolled in appropriate corresponding course. One-semester limit unless student fails the exam, in which case a second semester may be authorized. Two-semester maximum.)

☐ Final semester; scheduled to complete all required credits in current term.

* If selecting “improper course placement,” please describe nature of student’s issues below (completed by faculty only):

Academic Advisor’s name: ___________________ E-mail Address: ________________________________

Phone Number: _________________ Semester and Year of Reduced Course Load (i.e., Spring 2017): _________________

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

______________________________________________________________  __________________________________________
Advisor’s Name & Title                                            Advisor’s Signature

______________________________________________________________  __________________________________________
Department                                                     Telephone                                             Date