

## F-1 Reduced Course Load (RCL) **Final Term**

This handout explains the requirements for an F-1 student who would like to enroll in a reduced course load for their graduating semester by obtaining ISS approval for a Reduced Course Load based on Final Term. To maintain status, an F-1 student in their final term must be enrolled in a full course load in their final semester unless: 1) They have received RCL authorization from ISS, or 2) They are considered as Full Time by the Office of the Registrar.

### DHS Authorized Exceptions to the Full Course of Study Requirement

**Final Term** - Complete the F-1 Reduced Course Load (RCL) form. If a student is unable to graduate within the semester for which they request a Final Term RCL, they should report to ISS immediately because they may be subject to losing legal immigration status and may require a reinstatement. All students who apply for a Final Term RCL will be blocked from registering for class in future semesters.

**Application Deadline:** An F-1 student must apply by the 1<sup>st</sup> class day

**Minimum Enrollment:** An F-1 student must register for a minimum of 1 in-person credit hour (i.e., at least 1 credit hour that is not considered an online or web-based course by the Office of the Registrar) and **must apply for graduation**.

**Duration:** An F-1 student may receive a Final Term RCL during their final academic semester only.

\*Note: The I-20 will be shortened to the graduation date.

### DHS and Texas A&M University Reduced Course Load Rules

It is the responsibility of the student to uphold both Texas A&M University and U.S. Government laws and regulations.

Federal regulations require F-1 students to register full-time during both the Fall and Spring semesters. Full-time enrollment is defined as 9 hours for graduate students and 12 hours for undergraduate students at Texas A&M.

F-1 students must register full-time during the summer if it is their 1st semester (including their 1st semester after readmission, a change of status, or entering a new academic program) or if they plan to graduate during the summer session. Full-time enrollment during the summer is defined as 6 hours for graduate students and 8 hours for undergraduate students at Texas A&M. These hours can be taken during the 10-week summer session or the summer II session for those students planning to graduate during the summer. A student who is eligible and intends to register for the next semester is not required to register during summer unless the department or sponsor requires it.

University full-time enrollment exceptions are described at: <http://admissions.tamu.edu/Registrar/Current/ExcpEnrlMin.aspx>.

Texas A&M policy requires graduate students with assistantships to be registered full-time regardless of the semester. Contact OGS (<http://ogs.tamu.edu/>) if you have any questions about this requirement. Certain scholarships and fellowships also require students to enroll full-time so a RCL could make a student ineligible for these awards.

### Student Acknowledgement of Terms

By signing below, I certify that I have read the entirety of this form and I understand that:

I may not drop the requested courses until I have received ISS approval.

I have applied for graduation and plan to graduate this semester.

If I currently have a graduate assistantship (GA), I must leave this position once the RCL is approved due to OGAPS regulations governing full-time enrollment for GAs and this may impact my health insurance verification.

If I obtain a Final Term RCL and do not finish my program before the end of the semester, I risk losing OPT employment, may be required to enroll full-time and pay late fees, and/or may fall out of legal status.

**Signature:** \_\_\_\_\_

**Date**

# F-1 Reduced Course Load (RCL) Form

## **Final Term**

**Please note: Your request cannot be processed until you have applied for graduation.**

**This section must be completed by all F-1 students.**

First Name	<input type="text"/>	Last Name	<input type="text"/>
UIN	<input type="text"/>	Telephone Number	<input type="text"/>

Indicate the course name, number and hours you **will take** during the RCL semester:

Course Name	Course Number	# of Hours	Course Name	Course Number	# of Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Name	Course Number	# of Hours	Course Name	Course Number	# of Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**\*\*\*MAKE SURE THAT YOU HAVE SIGNED THE PREVIOUS PAGE!\*\*\***

**This section must be completed by student's academic department.**

Do you recommend that the student fall below full-time enrollment?  Yes  No

Requested RCL Term:  Fall  Spring  Summer Year:  Number of enrolled hours during RCL term:

Does this student have an academic reason to enroll during the RCL semester indicated above?  Yes  No

Set Date of Defense (if applicable):  Expected Graduation:  Dec  May  Aug Year:

Specific degree requirements remaining (thesis corrections, etc.):

**Academic Advisor** (Required for both Undergraduate and Graduate Students)

Name  Signature \_\_\_\_\_ Date

E-mail  Phone

**Department Head or Department Graduate Advisor** (Required for Graduate Students only)

Name  Signature \_\_\_\_\_ Date

E-mail  Phone

**This section will be completed by an ISS Advisor. Do not write in this section.**

ISS Advisor's Signature: \_\_\_\_\_ Date