



**RCL**  
Processing takes  
3 business days

### Request for Reduced Course Load (RCL)

International students are required to enroll **full-time** during **each fall and spring semester** with few exceptions. Reasons for allowing a reduced course load are: (1) academic factors, (2) comprehensive exam, (3) last semester, and (4) medical condition / illness.

**Conditions:**

- Limited to one semester each: academic factors, comprehensive exam.
- Academic factors only: student must retain at least half-time enrollment (6 credits undergraduate; 4 credits graduate).
- Medical condition / illness: maximum 12 months aggregate per academic program.
- Last semester: 2<sup>nd</sup> request requires meeting with ISS adviser.

**Graduate Assistants:** Please review Office of Graduate Education enrollment policies for graduate assistants.

**Student Responsibility:** Students who are sponsored, on exchange, on scholarship or on government study loan may have additional expectations or requirements. It is the student's responsibility to check with their sponsor, home university institution, scholarship or loan provider to identify if they have the minimum credit requirements to maintain their status in these programs. Students should also consider potential issues with reduced course load such as eligibility to work on campus, living at the dorm or receiving other benefits such as health insurance coverage. Please check with the appropriate offices.

**RCL authorization should be granted by ISS in advance of reducing course load.**

**Part A: To be completed by Student**

Student's Full Name (LAST, First): \_\_\_\_\_ UH ID # \_\_\_\_\_

Completion Date on I-20 / DS-2019: \_\_\_\_\_ Reduce Course Load in \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_ to \_\_\_\_\_ Credits #

**Part B: To be completed by ISS Adviser, Course Instructor, or Academic Adviser**

Select **only one** of the following reasons for reduced course load.

**Academic Factors**

- Initial difficulty with English language or reading requirements within 1<sup>st</sup> year of study at UHM.
- Unfamiliarity with American teaching methods within 1<sup>st</sup> year of study at UHM.
- Placed in improper course level (REQUIRED: Course Instructor signature below.)

**Comprehensive Exam** (REQUIRED: Dissertation Chair signature below.)

- Needs less than a full-time course load to take doctoral comprehensive exam.

**Last Semester** (REQUIRED: Academic Adviser signature below.)

- Needs less than a full-time course load to finish degree program.

**Medical Condition/Illness** (REQUIRED: Licensed physician / psychologist to complete the reverse page.)

- Has documented medical condition/illness.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_ Email: \_\_\_\_\_

For ISS OFFICE USE: ISS Receive Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ DSO: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  Passport  I-20  RCL Reason

