

INTERNATIONAL STUDENT SERVICES • UNIVERSITY OF HAWAI'I AT MĀNOA

2600 Campus Road, QLCSS 206, Honolulu, HI 96822 • Phone: (808) 956-8613 •

Website: www.hawaii.edu/issmanoa

Reduced Course Load (RCL) Request

Instructions: Student to submit complete form and **Student Request** via [International Student Services Website](#).

For Guidance: Please refer to the information page on **page 3**.

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

Section A: To be completed by Student			
Part 1: Select RCL Type			
<input type="checkbox"/> Academic Factor Complete Section B	<input type="checkbox"/> Comprehensive Exam Complete Section C	<input type="checkbox"/> Last Semester Complete Section D	<input type="checkbox"/> Medical Condition Complete Section E
Part 2: Student Information			
Student's Primary Name/Surname/Family Name:	Student's Given Name:	UH ID# (numbers only):	
Completion Date on I-20/DS-2019 (mm/dd/yyyy):	Term and Year for RCL (ex: Fall 2023):	Enrolled Credit Amount for RCL Period:	

Section B: To Completed by the student's academic advisor or course instructor	
Part 1: Select Academic Factor	
Signature from an Academic Advisor is required:	
<input type="checkbox"/> Initial difficulty with English language or reading requirements within 1 st year of study at UH Mānoa.	
<input type="checkbox"/> Unfamiliarity with American teaching methods within 1 st year of study at UH Mānoa.	
Signature from a Course Instructor is required:	
<input type="checkbox"/> Placed in improper course level	Course that will be dropped (ex: ENG 100, MATH 100):
Part 2: Official Certification for Academic Factor	
I certify the student named on this form requires reduced course load due to the reason selected above.	
Signature from Academic Advisor or Course Instructor:	Date of Signature (mm/dd/yyyy):
Print Name and Position Title of Signatory:	Email of Signatory:

Section C: To be completed by the student's dissertation chair	
Part 1: Official Certification for Comprehensive Exam	
I certify the student named on this form needs less than a full-time course load to take doctoral comprehensive exam .	
Signature from Dissertation Chair:	Date of Signature (mm/dd/yyyy):
Print Name and Position Title of Signatory:	Email of Signatory:

Section D: To be completed by the student's academic advisor	
Part 1: Official Certification for Last Semester	
I certify the student named on this form above needs less than a full-time course load to finish degree program	
Signature from Academic Advisor:	Date of Signature (mm/dd/yyyy):
Print Name and Position Title of Signatory:	Email of Signatory:

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Page 2: For Medical Condition/Illness. **Must be submitted with page 1.**

Section E: To be completed by a licensed physician / psychologist		
Part 1: Confirmation of Student information by Licensed Physician / Psychologist		
Student's Primary Name/Surname/Family Name:		Student's Given Name:
Part 2: Detail of Reduced Course Load (12 month maximum allowed per degree program)		
Start Date (mm/dd/yyyy):	End Date (mm/dd/yyyy):	<input type="checkbox"/> Student's Condition requires withdrawal from ALL Courses .
Part 3: Official Certification for Medical Condition/Illness		
I certify the student named on this form has a medical illness or condition that requires a reduction of his / her / their course load during the following time period provided above.		
Signature from Licensed Physician / Psychologist:		Date of Signature (mm/dd/yyyy):
Print Name and Position Title of Signatory:		Email of Signatory:
Office Address of Signatory:		Phone Number of Signatory:

Reduced Course Load (RCL) Request Information

Purpose: To provide important information on the different reasons for reduced course load as well as the conditions and limitations for the different reasons.

General Responsibilities for Students Considering Reduced Course Load

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.

Graduate Assistants: Please review Office of Graduate Education enrollment policies for graduate assistants including credit requirement.

Conditions for Types of Reduced Course Load Reasons

International students are required to enroll full-time during each fall and spring semester with few exceptions.

- (1) Academic factors:** Reduced Course Load based student's struggling with course
 - a. Students must retain **at least half time enrollment** (6 credits undergraduate, 4 credits graduate)
 - b. Limited to **one semester only**.
 - c. **Difficulty with the English language** and **Unfamiliarity with American teaching methods** are limited to 1st year of study at the University of Hawaii at Mānoa Campus.
- (2) Comprehensive exam:** Reduced Course Load for the semester student takes their **doctoral comprehensive exam**.
 - a. Limited to **one semester only**.
- (3) Last semester:** Reduced Course Load for student requiring **less than full-time enrollment** to graduate.
 - a. If for any reason a student's last semester is postponed after being approved for RCL, they are required to meet with an ISS Advisor **before** they can be approved.
- (4) Medical Condition / Illness:** Reduced Course Load for student unable to maintain full-time enrollment due to medical reasons.
 - a. Students are only allowed a **maximum of 12 months aggregate** per academic program.

General Questions for Completing Reduced Course Load (RCL) Request Form

Q1. Do I need to fill out every section?

- A1. No. The student applying for RCL should complete Section A. Depending on what the student selects in Section A Part 1, the Section B, C, D, or E will be completed by the person stated at the top of the section.
Only Section A and one other section is required.

Q2. If I've been approved for RCL and I change the number of credits I'm taking do I need to file for a new RCL?

- A2. No. Once approved for RCL you do not need to apply again if your credit amount changes unless you need to drop to 0 credits. If you need to drop all class or in the event that your plans change and your RCL is needed for another semester, please make an appointment to speak with an ISS Advisor.

Q3. Where do I submit this form?

- A3. Forms must be submitted along with a **Student Request**. For more information and instructions for submitting this document please see the ISS Mānoa website: <https://www.hawaii.edu/issmanoa>.