

International Office Use Only

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Reduced Course Load – Final SemesterPh: 512-245-7966, Email: international@txstate.eduwww.international.txstate.edu

INTERNATIONAL OFFICE

F-1 students are required by the Department of Homeland Security to maintain the terms and conditions of their nonimmigrant status. Failure to maintain status will result in the termination of a student's SEVIS record and require immediate departure from the US. F-1 students are required to pursue a "full course of study" every fall and spring semester; full-time in summer is only required when a student is admitted to begin in the summer term. A "full course of study" is considered full-time enrollment, which is **9 credit hours for students admitted by the Graduate College and 12 credit hours for undergraduates. Dropping or registering below full-time enrollment without prior approval from the International Office is considered a violation of status.**

Final Semester RCL Limitation: If a student fails a course during the last term consisting of a reduced course load (RCL), the student may again have a final session with less than a full course load. A second consecutive authorization for a RCL in a student's final semester should be reported in SEVIS in order to ensure that the student is continuing to make progress toward program completion. If a student does not finish the program of study after a second final term or session with a RCL, the student is not eligible for a third RCL.

Exception: Graduate students not holding an assistantship can be enrolled in fewer than 9 hours and be considered full-time if they have completed all course requirements and are working on their thesis/dissertation only. The thesis/dissertation final semester can be granted for multiple semesters provided the student makes progress on the thesis/dissertation.

To Be Completed by the Student

Name: _____ Student ID#: _____

*Family/Last**Given/First*

Academic Level: (circle one) undergraduate / graduate / TSIE Phone: _____ Email: _____

Local Address: _____

*Street**Apt number #**City**State**Zip***Student Requirements (place an "X" next the following boxes indicating you understand the following):**

- Student cannot be enrolled in only online course(s).
- Student is allowed only ONE Final Semester RCL.
- Student should file for graduation by the posted deadlines. Failure to apply for graduation does not permit continued enrollment.
- A student who has satisfied all requirements for completion cannot continue to be enrolled and must apply for OPT, apply for a change of status, or depart the US.

Number of credit hours I wish to enroll: _____, Semester for this RCL: Spring 20____ Summer 20____ Fall 20____

Student Signature: _____ Date: _____

To Be Completed by an Academic or Faculty Advisor

By signing this form you agree with this student's request for a reduced course load based on the following exception:

(If you do not agree or have comments, please explain below.)

- Requires a lesser course load to complete degree program in the current term**
- Student is completing ALL degree requirements and intends to graduate in: Fall 20____ Spring 20____ Summer 20____
 - Student is required to take only what is required for degree.
- Finished with all coursework and engaged in thesis/dissertation ONLY**
- Starting in: Fall 20____ Spring 20____ Summer 20____
 - Student must have completed all coursework and only have thesis or dissertation hours remaining.
 - Student must maintain continuous enrollment in thesis/dissertation for fall and spring terms. RCL is not required for summer.
 - Student must apply each fall/spring and must continue making **normal progress** towards the completion of the degree.
 - **If the thesis/dissertation extends beyond two semesters, then a letter/email from the thesis/dissertation advisor must be included explaining the thesis/dissertation progress toward completion and remaining requirements for completion.**

Comments: _____

Advisor's Signature: _____ Phone Number: _____ Date: _____

Printed Name: _____ Title: _____ Email: _____

This form must be completed in its entirety otherwise the Final Semester RCL request will not be processed. Submit this form prior to the first day of classes or prior to dropping a course that results in less than full-time enrollment.

Form must be emailed by advisor to international@txstate.edu or student must turn in original form.