



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOCurrent@utdallas.edu

UT Dallas F-1 Reduced Course Load (RCL) Request Due to Academic Reasons

Student Name: _____ UTD ID: _____ Date of Birth: _____

A. Read the following information.

- You must maintain enrollment of a minimum of 6 credit hours.
- You may reduce enrollment only once per academic level.
- You may not extend your I-20 program completion date due to reduced enrollment for academic reasons. Be certain that you will be able to complete your studies by the expiration date on your I-20.

B. Student Certification (handwritten signature required).

I verify that the information on this form is true to the best of my knowledge. I am aware that I may need to consult with other campus offices to ensure that reducing enrollment will not affect my status, such as: Residential Life (if residing on campus), academic department (if a TA/RA), or Financial Aid (scholarships).

Student Signature: _____ Date: _____

C. Academic Department Certification. To be completed by Academic Advisor.

Semester that student is experiencing academic difficulties.

Academic Term and Year (Ex. Spring 2016) _____

Degree Level _____

Degree Program _____

Course(s) requesting authorization to drop (Course Name and Number) _____

I verify that the above student is having academic difficulties due to the following:

- Initial difficulty with the English language or reading requirements (only available if it is the student's first semester at U.T. Dallas)
- Improper Course Level placement (only available after add deadline for current term)
- Unfamiliarity with U.S. teaching methods

I endorse and recommend that the above student be given permission to register for less than full time is based on the above reason.

Academic Department: _____

Academic Advisor (Please Print): _____

Academic Advisor Signature: _____ Date: _____

D. Submit your RCL Request to the ISSO Office prior to dropping below full time enrollment.

- **In person:** Submit to the ISSO during office hours. Monday - Thursday, 8:30am to 6pm. Friday, 8:30am to 5pm.
- **By e-mail** (additional paper copies are not required): Submit to ISSODocuments@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.