



### REDUCED COURSE LOAD (RCL) REQUEST FORM

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Major/program: \_\_\_\_\_ Level: \_\_\_\_\_

I am requesting a reduced course load for:  FALL  SPRING Year: \_\_\_\_\_

**Select one, if applicable:** (These reasons do not require an additional recommendation from your academic advisor.)

I am concurrently enrolled at Shenandoah University and another U.S. school. (*Attach proof of enrollment at other school.*)

I have a medical condition that is preventing me from enrolling in a full course load. (*Attach recommendation letter from a licensed medical doctor or licensed psychologist.*)  
If you cannot enroll in any courses due to your condition, you will also need to fill out a "Withdrawal-Leave of Absence" form, from the Office of Enrollment Management.  
Medical RCL can only be authorized for up to 12 months.

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

#### ***To be completed academic advisor or dean***

Instructions for academic advisor: International students are allowed to enroll part-time only under certain circumstances to remain in compliance with federal regulations. Please check which circumstances apply to your student and sign this form as your recommendation for part-time enrollment for the above student. If you have any questions, please contact the international student advisor, Lora Steiner, at [lsteiner@su.edu](mailto:lsteiner@su.edu) or at 540-665-1293.

Reason for Reduced Course Load (check all that apply):

- Student is experiencing initial difficulties with the English language. (1<sup>st</sup> semester only)
- Student is experiencing initial difficulties with reading requirements (1<sup>st</sup> semester only)
- Student is unfamiliar with U.S. teaching methods (1<sup>st</sup> semester only)
- Improper course placement (1<sup>st</sup> semester only)
  
- Student is in final semester of program and only needs \_\_\_ credits to graduate.

Academic advisor's signature: \_\_\_\_\_

Advisor's name (please print): \_\_\_\_\_

Dept.: \_\_\_\_\_ Date: \_\_\_\_\_