



ITU

International Technological University

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

www.itu.edu

Reduced Course Load (RCL) Request Form

Due to Completion of Study-Form C

F-1 Students Only

Students with an F-1 visa are required to be registered as a full-time (9 credit hour) every term. Failure to register and maintain full-time enrollment will result in the termination of your F-1 visa. A student may not drop or withdraw from a course until authorized to do so by ISO, as this may result in direct violation of the F-1 visa regulation. **Authorization is not automatic and not every student is eligible for a reduced course load.**

Completion of program: You are graduating during the current term and needs less than 9 credit hours to complete the graduation requirement. This option may be used only one time & last course MUST be on campus (not online or at another university).

For immigration purposes, students will complete their degree program at the end of the trimester will have an official program end date reflecting the End of trimester deadline established by the Graduate School.

Application Process:

1. Meet with an Academic Advisor to determine your eligibility for a reduced course load.
2. Complete the student section of the RCL request form and submit the request form along with your Preliminary Graduation Checklist and Petition to Graduate with the Office of the University Registrar.
3. If your request is approved, you will receive an email from the International Student Office stating that you are qualified to enroll in less than 9 credit hours.

Student Information

First & Last Name:	Student ID:
Email Address:	SEVIS ID:
Phone Number:	Academic Program:

Indicate the term and year for which you are requesting a reduced course load:

Spring Summer Fall Year: _____

Indicate the number of credits you will be taking during the reduced course load: _____

I have read and understood the conditions for an academic reduced course load from international Technological University as stated on this form. I understand that I am responsible for all academic and financial bearings that will result in my withdrawal of the course(s).

Student Signature

Date

Administrative Use Only:

Int'l Student Office: _____ Date: _____

Office of the Registrar: _____ Date: _____

Comments: _____