UCLA **Dashew Center**
for International Students & Scholars

106 Bradley International Hall
417 Charles E. Young Drive West
Los Angeles, CA 90095-1379
310-825-1681

<u>REDUCED COURSE LOAD REQUEST FORM</u>

Last Name: _____   **Given Name:** _____
(as appears on passport)   (as it appears on passport)

UCLA ID#: _____   **SEVIS ID#: N**_____

Major: _____   **Country of Citizenship:** _____

Email: _____   **Telephone:** _____

Degree Objective: ☐ **Bachelors**   ☐ **Master's**   ☐ **Doctorate**

Quarter Requesting RCL: _____   **# of Units After Course Drop:** _____

F-1 students must enroll full-time (Undergraduate Students - 12 units, Graduate Students - 8 units) during academic terms (fall, winter, and spring quarters) and complete all required coursework during their authorized period of study at UCLA to maintain F-1 status in the U.S. F-1 students must wait until their RCL request has been approved by the Dashew Center before dropping below full-time enrollment (including retro-drop requests).

F-1 students may be authorized to drop below full-time enrollment during academic terms for the following reasons:

☐ **Illness/Medical Reason**
- Student must provide a recommendation letter from Ashe Student Health Center (signed by an M.D. or D.O.), UCLA Counseling and Psychological Services (CAPS), or from a non-UCLA medical physician (M.D. or D.O.). Letters from non-UCLA medical physicians must be addressed to U.S. Department of Homeland Security and a second opinion may be required for approval.
- Request must be submitted to the Dashew Center before the quarter end date and must be approved by the Dashew Center *before* a student drops below full-time enrollment.
- Allows F-1 students to be enrolled 0 units during the quarter
- <u>Does not</u> require a signature from an Academic Counselor/Student Affairs Officer
- Student cannot engage in CPT authorization during an approved Medical RCL term

☐ **Academic Difficulty**
- Can only be used once during a student's degree program
- Request must be submitted to the Dashew Center before the quarter end date and must be approved by the Dashew Center *before* a student drops below full-time enrollment.
- Allows F-1 students to be enrolled 50% time (Undergrad: 6 units; Grad: 4 units)
- Requires signature from an Academic Counselor/Student Affairs Officer (SAO)
- Student cannot engage in CPT authorization during an approved Academic Difficulty RCL term

☐ **Final Quarter at UCLA**
- Request must be submitted and approved by the Dashew Center by the end of week 2 of the quarter
- Allows F-1 student to be enrolled in as few as 1 unit, provided the course/unit is required to graduate
- Requires a signature from an Academic Counselor/Student Affairs Officer (SAO)

_____   _____
Name of Academic Counselor or SAO   **Signature of Academic Counselor or SAO**

_____   _____ _____
School/Department   **Extension**   **Date**