

**REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD DUE TO
FINAL SEMESTER OR ACADEMIC DIFFICULTY
BINGHAMTON UNIVERSITY
INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

International Students in F-1 or J-1 status must enroll in a full-time course load every semester in order to maintain their immigration status. In limited situations, students may seek authorization to be enrolled in less than a full-time course load. **Students must request permission for a reduced course load (RCL) BEFORE dropping below full-time.** Students that register for less than a full-time course load, without **prior** approval from the International Student and Scholar Services Office, will be in violation of federal F-1 and J-1 regulations and will be considered to be out of status.

STUDENT INFORMATION (TO BE COMPLETED BY STUDENT):

Student Name: _____ B Number: _____
Degree Sought: Bachelor's Master's Doctorate
Field of Study: _____ Degree Completion Date (mm/yyyy) : _____
E-Mail Address: _____ Phone: _____

REDUCED COURSE LOAD DUE TO FINAL SEMESTER (TO BE COMPLETED BY ACADEMIC ADVISOR):

Semester and Year for this Request: Fall 20____ Spring 20____ Summer 20____ Winter 20____

****Please note, only Undergraduate Students can graduate in the winter session****

I confirm that the student will meet all requirements for graduation by the end of the semester indicated above.

Student taking course(s) at another U.S. University? Yes No

****If "yes", include a copy of course schedule from the other U.S. University along with this application****

REDUCED COURSE LOAD DUE TO ACADEMIC DIFFICULTY (TO BE COMPLETED BY ACADEMIC ADVISOR):

Semester and Year for this Request: Fall 20____ Spring 20____

Academic Difficulty (Allowed for one semester only per degree level, must be enrolled in a minimum of 6 credits on-campus):

Please check ONE that applies:

- Initial Difficulty with the English Language
- Initial Difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement (provide course name and number):

By signing this form, I confirm that I have discussed the Reduced Course Load request with the student referenced above and that all information on this form, to the best of my knowledge, is correct.

Advisor's Signature

Print Name and Title

Phone

Department

Email

Date(mm/dd/yyyy)

To Submit Application: Login to <https://is.binghamton.edu/>. Click on the blue "LOGIN" button on the left side of the screen and enter your PODS username and password. Click on "Academic Services" and then "Reduced Course Load Request".