

# LIBERTY UNIVERSITY

INTERNATIONAL  
STUDENT CENTER

## Reduced Course Load (RCL) Request Form

Name: \_\_\_\_\_ LU Student ID#: \_\_\_\_\_

### General Information:

International students are required to be enrolled as a full-time student every fall and spring semesters.

Undergraduate Level	Minimum of 12 Credit Hours (with at least 9 residential hours)
Master's Level	Minimum of 9 Credit Hours (with at least 6 residential hours)
Doctorate Level	Minimum of 6 Credit Hours (with at least 3 residential hours)

### Exceptions:

Student may receive approval to be enrolled in less than the required number of residential hours for the reasons listed below. Authorizations for a Reduced Course Load (RCL) must be approved by the student's International Student Advisor prior to the start of the semester. Dropping below full-time without prior authorization may result in loss of status and may require the student to leave the United States or to apply for reinstatement with the U.S. Citizenship and Immigration Services office (USCIS).

### To Be Filled Out By Student:

Current Level: \_\_\_ Bachelor's \_\_\_ Master's \_\_\_ Doctorate

Current Degree Program: \_\_\_\_\_

Semester you wish to Reduce Course Load (RCL): \_\_\_ Fall \_\_\_ Spring 20\_\_\_ Year

Select one reason for requesting a Reduced Course Load and provide an explanation in the space below:

- I am enrolled in an internship/practicum that is considered to be full time. Course Name: \_\_\_\_\_
- I am in the final semester in my current degree program (Student must be graduating this semester).

**\*\*\*NOTE: Students in their final semester must take at least one residential course\*\*\***

- I am having academic difficulties due to problems with the English Language during my first semester in the U.S.

**\*\*\*NOTE: Student must take at least 6 credit hours during the semester.\*\*\***

### To be completed by Academic Evaluator in the Registrar's Office:

Please confirm the graduation date of the student listed above.

Expected Graduation Date: \_\_\_\\_\_\_\20\_\_\_

For students in final semester only: Expected Number of Credit Hours for the Final Semester: \_\_\_\_\_

Academic Evaluator name: \_\_\_\_\_

Academic Evaluator signature: \_\_\_\_\_ Date: \_\_\_\\_\_\_\\_\_\_

### To be completed by International Student Retention Specialist:

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

**\*\*\*NOTE: Fulltime enrollment is required for scholarships to post regardless if an RCL is approved\*\*\***

**Return this completed form to your International Student Advisor for processing.**

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Updated 11/1/2018