



International and Immigrant Student Services



12345 College Blvd.
Overland Park, KS 66210-1299
913-469-7680
Fax: 913-469-7681
iiss@jccc.edu
www.jccc.edu/admissions/international

Reduced Course Load (RCL) Request Form
Academic Difficulty or Completion of Program of Study

A reduced course load can be approved on the academic difficulty basis only once while pursuing a course of study at a particular program level. Use of an academic difficulty RCL does not affect eligibility for other RCLs.

PART I: TO BE COMPLETED BY STUDENT

Last/Family Name First Name
Street address (number and name of street) City State ZIP Code
JCCC ID #: SEVIS ID#: Date of Birth: MM/DD/YYYY
Phone#: JCCC email address:

I am requesting RCL for academic reason for: [] Fall [] Spring [] Summer Year: _____

I hereby give permission for the information below to be released to Johnson County Community College.

Signature Date

PART II: TO BE COMPLETED BY JCCC COUNSELOR

The student named above has applied for reduced course load due to one of the academic difficulties listed below or completion of program of study.

There are limited situations in which an international student may take an academic reduced course load. Listed below are the only legally acceptable reasons; please check all that apply.

- [] Student is having difficulty in their first or second semester with: **MUST keep 6 credit hours of enrollment.
[] English language*
[] Reading requirements*
[] American teaching methods*
[] Improper course placement
[] Student will graduate at the end of this semester and needs to complete ____ credits.

Counselor's Name: Counselor's Signature: _____

Extension #: Email Address: Date: MM/DD/YYYY

PART III: TO BE COMPLETED BY IISS/DSO

The student named above [] has [] has not previously been approved academic RCL. Duration: _____

RCL for academic reason [] has [] has not been approved for _____ Semester/year

SEVIS updated: MM/DD/YYYY BANNER updated: MM/DD/YYYY DSO: Printed Name

Eligibility:

Only in the situations listed below are students enrolled in less than a full course of study considered to be maintaining status:

1. Initial difficulty with the English language within the first semester to one (1) year of study in the U.S.
 - *This option is only available during the first semester of attendance in the U.S.*
2. Initial difficulty with reading requirements within the first semester to one (1) year of study in the U.S.
3. Unfamiliarity with U.S. teaching methods within the first semester to one (1) year of study in the U.S.
4. Improper course level placement by recommendation of a JCCC Counselor.
5. To complete a course of study within the current term as documented, recommended by a JCCC Counselor and approved by the IISS office before the official 20th day of classes.

Limitations:

1. Students must be authorized for a reduced course load prior to dropping below a full course of study.
 - Dropping enrollment below a full course of study before approval from the IISS office may place an F-1 student out of status.
2. The maximum duration of an authorization to drop below full course load for F-1 students for:
 - Academic difficulty is a maximum of one (1) semester at the associate program level.
 - Initial difficulty with English language is a maximum of one (1) semester at the associate level.
 - The student must continue to attend classes toward his or her degree.
 - This option is only available during the first semester of attendance in the U.S.
3. "Imminent danger of failing a class" is **not** a permissible reason for authorizing a reduced course load.
4. Students must keep a minimum of 6 credits.

Form Completion Instructions and Processing Information

Students:

1. Complete the Student Information Section.
 - Your SEVIS identification number must be written in Part I of this form or processing of your request may be delayed.
2. Make an appointment with a JCCC Counselor to discuss your situation regarding reduced course load.
3. Submit this form to the International and Immigrant Student Services office.

Counselors:

1. Complete the Counselor Recommendation Section.
 - If the reduced course load is issued because the student needs fewer than 12 credits to graduate, a program plan and advising transcripts must be attached.
 - Student must keep a minimum of 6 credits.
2. Return the form to the student *along with the program plan if applicable*.

Process:

Once all required documentation has been submitted to the International and Immigrant Student Services office and approved by an IISS DSO, a new I-20 will be issued to reflect the reduced course load authorization for the requested semester/term.