

**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.

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**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: \_\_\_\_\_

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**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.

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**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): \_\_\_\_\_

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**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

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**To Submit Application:** Login to <https://is.binghamton.edu/>. Click on the "LOGIN" button under "Current Students, Faculty or Staff" and enter your PODS username and password. Click on "Academic Services" and then "Reduced Course Load Request".