



Bluefield State University

REQUEST FOR A REDUCED COURSE LOAD

Student Name: _____
(Last Name, First Name)

BSU ID: _____

Student e-mail: _____@live.bluefieldstate.edu

Dean or academic advisor completes this section:

This student is requesting a reduced course load (RCL) for the Fall Spring semester, 20____.

United States Citizenship and Immigration Services (USCIS) requires that ALL international students be enrolled full-time during the academic year (Fall and Spring semesters). Full-time is defined as 12 credit hours for undergraduate students. A student may only drop below a full course load after the RCL has been approved by the PDSO. With the exception of students who have an illness or medical condition, students are only allowed one RCL per degree program.

Mark the appropriate reason for the RCL below. The only permissible reasons for an RCL are:

- * _____ Illness or Medical Condition (a letter from an appropriate medical professional is required)
- * _____ Initial Difficulty with English language (may drop up to 3 credit hours)
- * _____ Initial Difficulty with Reading Requirements (may drop up to 3 credit hours)
- * _____ Unfamiliarity with American Teaching Methods (may drop up to 3 credit hours)
- * _____ Improper Course Level Placement (may drop up to 3 credit hours)
- * _____ Completion of Course of Study in Current Term (need only enroll for the number of courses required to complete program)

Name _____ Title _____

Signature _____ Department _____

Phone _____ Date _____

STUDENT RETURNS COMPLETED FORM TO PDSO