



International Services

Reduced Course Load (RCL) for Academic Reason Request Form

I. To Be Completed by Student:

Name: _____ Student ID# _____

Phone: _____ Email: _____

Webster University Campus: _____

Street Address: _____ Apartment #: _____

City: _____ State: _____ Zip Code: _____

Academic Level: Undergraduate Graduate Master's Graduate Doctorate

Semester/Term Requesting Reduced Course Load: _____

II. To Be Completed by Academic Advisor:

ACADEMIC REASONS

Please note: An F-1 student may only be approved a reduced course load for academic reason once per degree program level (Bachelor, Master, and Doctorate).

The student will take _____ credits due to:

- Initial difficulty with the English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

COMPLETION OF COURSE OF STUDY/FINAL TERM

This is the student's last term. The student will take _____ credits to complete degree requirements.

Academic Advisor's Signature _____ Date _____

Academic Advisor's Name _____ Phone _____

To submit, email scanned attachment of this completed form to intlservices@webster.edu.

Subject line: "Reduced Course Load Request, Last Name, First Name, Webster ID #"

You will receive a **response** within **5-7 business days**.

For Office Use Only: Approved by: _____ Date Entered in SEVIS: _____

Student notified: By E-mail By Phone In person on: _____