TMCC
Truckee Meadows Community College
International Student Services

Instructions | Reset | Print

APPLICATION FOR REDUCED COURSE LOAD

This form must be approved prior to taking a reduced course load.

International students in F-1 status are required to be enrolled full-time during the academic year, excluding the summer. *Full-time* is defined as 12 credits of coursework each semester during the academic year for undergraduate and certificate program students. Federal regulations allow for part-time enrollment in very specific and limited circumstances.

Instructions: Complete this form, attach appropriate documentation, and submit to International Student Services for approval. Once approved, you will receive a new I-20 with the Reduced Course Load authorization printed on it.

Student Information		
Last/Family Name	First/Given Name	Middle Name
Date of Birth *(mm/dd/yyyy)*		TMCC Student ID
Semester of Reduced Course Load	Degree Program ☐ AA ☐ AS ☐ Other	Expected Graduation Date (Semester/Year)
Signature		Date *(mm/dd/yyyy)*

Select the Reduced Course Load (RCL) Request Below:

☐ Academic Difficulty (see Section I) ☐ Final Term (See Section II) ☐ Medical Condition (See Section III)

I. Academic Difficulty

An F-1 student may be approved to take less than 12 credits due to academic difficulty, but only based on one of the reasons listed below. This approval is given one time only per degree program and the student must be enrolled for a minimum of 6 credits.

☐ **Improper course level placement.**

I am experiencing academic difficulty because of improper course level placement.

Improper Course: _____

☐ **Initial difficulties with reading requirements.**

It is my first year of academic study at TMCC, and I am having difficulty with reading requirements.

☐ **Initial difficulty with the English language.**

It is my first year of academic study at TMCC, and I am having difficulty with the English language.

☐ **Unfamiliarity with U.S. teaching methods.**

I am experiencing academic difficulty because I am not familiar with U.S. teaching methods.

The student will be enrolled for a total of _____ credits for: ☐ Spring ☐ Fall Year: _____

International Academic Advisor's Name	
International Academic Advisor's Signature	Date *(mm/dd/yyyy)*

TMCC is an EEO/AA institution. See https://eeo.tmcc.edu for more information.

II. Final Term

An F-1 student may request a reduced course load in the student's final semester if fewer courses are needed to complete the student's program.

☐ **To complete course of study in current term.**

I will graduate this semester, and I am enrolled in the remaining coursework for my degree.

International Admissions understands that the signatures express only an expectation, not a guarantee or confirmation of TMCC program completion.

Graduation Application Date *(mm/dd/yyyy):* _____

The student will be enrolled for less than 12 credits, for a total of ____ credits for: ☐ Spring ☐ Fall Year: _____

International Academic Advisor's Name

International Academic Advisor's Signature	Date *(mm/dd/yyyy)*

III. Medical Condition

An F-1 student may be approved to take less than 12 credits (or no credits) due to a temporary illness or medical condition for a maximum of 12 months. The approval is only valid for one semester at a time; students must be reapproved each semester.

Required Documentation: An official letter from a licensed medical doctor (M.D.), doctor of osteopathy (D.O.), or a licensed clinical psychologist, recommending either a reduced course load (less than 12 credits for the semester) or no enrollment (0 credits) due to a medical condition. The letter must include the semester for which the exception to full-time enrollment is requested.

☐ **I am under the care of a doctor or therapist and I am unable to enroll full-time.**

☐ **I have attached a letter from an approved medical provider as specified above.**

☐ **I have attached a completed medical release form, signed by my medical provider (see page 3).**

Return completed form to:

Truckee Meadows Community College
7000 Dandini Blvd., RDMT 114
Reno, NV 89512-5605

For Official Use Only

☐ **Comment entered in PS** ☐ **Updated in SEVIS** ☐ **Copy to student** Date: Initials:

TMCC is an EEO/AA institution. See https://eeo.tmcc.edu for more information.

Student Request to Release Medical Information to Truckee Meadows Community College

I, _____, give permission to my doctor or medical provider to share my protected health information with Truckee Meadows Community College (TMCC) for the purpose of applying for Reduced Course Load based on medical condition, in compliance with federal regulations.

Signature	Date *(mm/dd/yyyy)*

Instructions to Medical Provider

To a Licensed Medical Doctor, Doctor of Osteopathy or Licensed Clinical Psychologist:

As specified in federal immigration regulation 8 CFR 214.2(f)(6)(iii)(B):

"The DSO [Designated School Official for immigration] may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. In order to authorize a reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, a doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition. The student must provide current medical documentation and the DSO must reauthorize the drop below full-time for each new term, session, or semester."

Therefore, if you are treating a TMCC student on an F-1 visa whom you have diagnosed as having a medical condition which prevents them from being able to register in a full course load, and the student has asked you to write a letter on his/her behalf requesting a Reduced Course Load (RCL) to submit to the college DSO, it is a federal government requirement that the letter included the following elements:

- ☐ **Written on official letterhead (not on a prescription pad)**
- ☐ **The date the letter was written**
- ☐ **The name of the student/patient**
- ☐ **The name and detailed description of the temporary illness and how it prevents the student from enrollment in a full course load**
- ☐ **Explain whether it is recommended that the student take a reduced course load or no courses at all due to their medical condition**
- ☐ **If the student is pregnant and is experiencing a medical complication or condition outside of normal pregnancy or delivery, detail the medical condition and how it prevents the student from studying full-time. A normal pregnancy does not qualify for a reduced course load.**
- ☐ **The specific semester (e.g. fall or spring) or start and end date for which you recommend a reduced or no course load due to their medical condition**
- ☐ **An original signature**
- ☐ **The address and phone number of the practice/hospital/other medical center as well as your medical license number**

Please address any questions you have about this document via email to: international@tmcc.edu

TMCC is an EEO/AA institution. See https://eeo.tmcc.edu for more information.