

Student's Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_

## Garrett-Evangelical Theological Seminary

Less than full-time enrollment for International Students

### Reduced Course Load Form

According to the U.S. Federal Immigration Regulations, you are required to be enrolled in a full course of studies [8C.F.R. #214.2(f) (6) (iii)]. At Garrett-Evangelical Theological Seminary full-time is defined in terms of eleven (11) credit hours per semester for master's students and six (6) for doctoral students. There are some exceptions to the full-time rules. The procedures for approval of a **Reduced Course Load (RCL)** are outlined below.

#### ELIGIBILITY

- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliar with American teaching methods
- Improper course level placement
- Medical conditions
- Final term or semester of a degree program

#### DOCUMENTATION

- Note below from the Academic Dean stating reason for registration change (if applicable).

#### PROCEDURE

- Meet with the office of the Dean of Students

**RCL Reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### RCL Effective Dates:

From: \_\_\_\_\_ To: \_\_\_\_\_

**Signature of Academic Dean:** \_\_\_\_\_

Return this form to Dean of Student Office 314-P