

Reduced Course Load (RCL) Request Form

Academic Difficulty or Completion of Program of Study

A reduced course load can be approved on the academic difficulty basis only once while pursuing a course of study at a particular program level. Use of an academic difficulty RCL does not affect eligibility for other RCLs.

PART I: TO BE COMPLETED BY STUDENT

Last/Family Name First Name

Street address (number and name of street) City State ZIP Code

JCCC ID #: _____ SEVIS ID#: _____ Date of Birth: _____
MM/DD/YYYY

Phone#: _____ JCCC email address: _____

I am requesting RCL for academic reason for: Fall Spring Summer Year: _____

I hereby give permission for the information below to be released to Johnson County Community College.

Signature Date

PART II: TO BE COMPLETED BY JCCC COUNSELOR

The student named above has applied for reduced course load due to one of the academic difficulties listed below or completion of program of study.

There are limited situations in which an international student may take an academic reduced course load. Listed below are the only legally acceptable reasons; please check all that apply.

- Student is having difficulty in their first or second semester with: ****MUST keep 6 credit hours of enrollment.**
 - English language*
 - Reading requirements*
 - American teaching methods*
- Improper course placement
- Student will graduate at the end of this semester and needs to complete _____ credits.

Counselor's Name: _____ Counselor's Signature: _____

Extension #: _____ Email Address: _____ Date: _____
MM/DD/YYYY

