



Reduced Course Load Request Form

Undergraduate and graduate students must be enrolled full time; Undergraduates must take 12 credits and Graduate students must take 9 credits each semester, unless authorized to drop below by the International Student Office.

Medical reasons: Due to the unexpected nature of medical incidents, you may file for medical reasons at any time during the semester with appropriate documentation. **You must file within 2 weeks of the medical emergency.** Your request may be denied if you do not meet requirements to reduce course load.

If denied, a notice will be sent to your NMSU email and you then must enroll full time. It is your responsibility to regularly check your NMSU email.

Student Information:

Date (MM-DD-YYYY): _____ Student ID number: _____

First name: _____ Date of birth (MM-DD-YYYY): _____

Last/ family name: _____ Phone number: _____

(XXX-XXX-XXXX) Please make sure you can receive voicemails

Undergraduate Students, please remember to fill out the **Undergraduate Change of Schedule form** and submit it to the University Student Records Office: https://records.nmsu.edu/files/2020/05/UG-Change-of-Schedule_Updated-05.27.20.pdf

Graduate Students, please remember to fill out the **Graduate Change of Schedule form** and submit it to the University Student Records Office: https://records.nmsu.edu/files/2019/04/GR-Change-of-Schedule_Updated-04.09.19.pdf

THIS NEXT SECTION SECTION TO BE FILLED OUT BY AN ACADEMIC ADVISOR:

I approve _____ unit enrollment for the _____ semester/ year for the following reason:

Final Semester:

Student has completed all courses needed to graduate from program (associate/certificate).
Please complete graduate petition with student (if not yet completed) and enter into Banner.

Academic Difficulty:

Student must maintain a minimum of 6 units; may be used once per educational level. **Please specify:**

Improper course level placement (*1st semester or due to placement test/course sequencing*)

Initial difficulty with reading requirements (*1st semester only*).

Unfamiliarity with American teaching methods (*1st semester only*).

Initial difficulty with the English language (*1st semester only*)

Documented illness or medical condition:

Student must attach documentation from licensed medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist (PsyD); see page 2.

Academic Advisor:
 (print name) _____

Academic Advisor
 Signature: _____

Date:
 (MM-DD-YYYY) _____

For NMSU International Student and Scholar Services Use Only:

Processed in SEVIS:

Date: _____

Initials: _____



International Student and Scholar Services
MSC 3A, New Mexico State University
Educational Services Center Building
1780 E University Ave. Las Cruces, NM 88003
BE BOLD. Shape the future.
ISSS@nmsu.edu

Reduced Course Load Request Form

Waiver of Full Course of Study Requirement and Illness or Medical Conditions Documentation
in accordance with 8 C.F.R. § 214.2(f)(5)(iv)

If filling out this form in Adobe or another PDF viewer, add a text box to the area you wish to fill in.

Federal regulations regarding the enrollment of F-1 students in the U.S. require that a student be registered for and complete a full course of study per term (12 credit hours for Undergraduates, 9 credits for Graduate students). Exceptions to the full-time enrollment requirement are limited by regulations and include medical incapacity. In order to authorize a reduced course load based upon a medical condition, students must provide current medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to substantiate the illness or medical condition. The student must obtain new authorization for a drop below full course of study each semester. A student previously authorized to drop below a full course of study due to illness or medical condition for a total of 12 months may not be authorized to reduce course load again while pursuing a course of study at the same program level.

NMSU student requesting Medical RCL completes this section:

I am unable to enroll full-time due to an illness or medical condition. I request a waiver from the full-time enrollment requirement. The illness or medical condition that makes it difficult or impossible for me to attend classes full-time is described by my physician in the following provided documentation.

Student full name: (print) _____ Date (MM-DD-YYYY): _____

Student Signature: _____

Student- take this form to your physician and obtain a physician's letter like the example template below. Please ensure that in the letter your physician makes a recommendation as to whether you should take a reduced course load or should take no classes at all.

Physician or Licensed Clinical Psychologist:

This international student has stated that he/she is not able to attend full-time academic courses due to an illness or medical condition. Federal regulations require that the reasons be documented. Please provide a letter on hospital or private practice letterhead to briefly describe the student's illness or medical condition that hinders school attendance. Please specify whether the student is able to take a reduced course load or should take no classes at all. Note that pregnancy, in itself, is not considered debilitating and may not be used to excuse attendance, but complications may be. This letter will be used as evidence for an exception to federal immigration policy and go on file with the Department of Homeland Security. Please see the following letter template for what necessary information to include in the letter:

Hospital or private practice letterhead
Date: XX-XX-XXXX

To Whom it May Concern:
I hereby verify that I am treating [student's full name and date of birth] for the following medical condition: [briefly describe the medical condition.]. This medical condition or treatment will affect the student physically or mentally by [briefly describe the impact on the student]. The students' need for treatment and recuperation time is estimated to take: [an estimated range of time is fine. It is understood that it is not possible to make an exact determination.]. [Indicate one of the following statements] "I recommend the student take a reduced course load this semester." OR "I recommend that the student take no courses this semester."
I base my recommendation on [briefly describe how you determined that the student would benefit from a reduced course load]. The anticipated start date of the recommended reduced course load is [indicate semester, ex: Fall 20XX, etc].

Sincerely,
[Sign Your Name,
Print Your Name,
Your Full Medical Title, License Number
Your Affiliation/Practice/Facility and Address
Your Telephone (direct line please), Email address]



Payment Terms and Conditions of Processing a Course Registration

From NMSU University Accounts Receivable department, see:

<https://uar.nmsu.edu/tuition-fees/terms-conditions/>

By enrolling in classes at New Mexico State University (NMSU), a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment.

IMPORTANT:

Students, please remember to submit the Reduced Course Load Form and documentation to International Student and Scholar Services AND withdraw from classes (if approved for RCL) through the University Student Records Office:

Undergraduate Students, fill out the **Undergraduate Change of Schedule form** and submit it to the University Student Records Office: https://records.nmsu.edu/files/2020/05/UG-Change-of-Schedule_Updated-05.27.20.pdf.

Graduate Students, fill out the **Graduate Change of Schedule form** and submit it to the University Student Records Office: https://records.nmsu.edu/files/2019/04/GR-Change-of-Schedule_Updated-04.09.19.pdf.

Students withdrawing from classes after the stated refund dates remain liable for full tuition and fee charges.

****International Student and Scholar Services does NOT drop classes for a student after they have requested RCL. Students are responsible for dropping classes after obtaining RCL.****

The following terms and conditions are financial requirements of each student's education related to their registration for a term at New Mexico State University. The payment of tuition and fees is the obligation of the student.

By processing a course registration either via the Web or by submitting a course request card to an academic student registration area, a student acknowledges they have read and agree to the following terms and conditions:

- Registration constitutes a financial agreement between you ("Student") and New Mexico State University ("NMSU"). Tuition, fees and other charges you incur, including but not limited to housing, meal plans, and bookstore charges ("Charges"), shall be added to your student account and are considered a Loan for educational benefit.
- Once you formally register for classes, you assume the responsibility for understanding New Mexico State University's official policies concerning schedule changes, satisfactory academic progress and the financial policies of the University as described in the "New Mexico State University Undergraduate Catalog" or "New Mexico State University Graduate Catalog" for the term of enrollment.
- Additional penalty charges may be assessed for failure to make payments when due.
- Term charges can be paid in full or paid by using a payment plan.
- NMSU reserves the right to cancel registration of any student who fails to pay, when due, any indebtedness to the institution.
- In the event that you become delinquent in paying Charges or default in repaying Charges you will be liable for collection fees and any other costs incurred by New Mexico State to collect any monies due from you.
- If NMSU prevails in a lawsuit to collect on this financial obligation, Student will pay NMSU's court costs, collection agency costs, and attorneys fees in an amount the court finds to be reasonable.
- It is your responsibility to check your myNMSU email daily and to maintain a current postal address to ensure receipt of all NMSU correspondence.
- It is your responsibility to keep track of your account balance and any funding sources.
- Academic credits, transcripts, and diplomas will be withheld until all financial obligations are paid.
- Students are prohibited from registering for a term until all previous debts due to the University are paid in full.