















How To Submit the Academic Difficulties Reduced Course Load (RCL) Request in MyiSCU

Select the Reduced Course Load (RCL) Request eForm under the F-1 Student Services Menu

- Home
- Changing to F-1 or J-1 Student Status
- Check-in: Immigration Check In
- F-1 Practical Training
- F-1 Student Services**
- Upload Immigration Documents
- View My Information

F-1 Student Services

Tasks

| | | |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
|  Add F-1 Student Dependent |  Change of Program / Level I-20 Request |  Concurrent Enrollment Letter Request |
|  Curricular Practical Training (CPT) |  I-20 Extension Request |  I-20 Travel Signature Request |
|  Reduced Course Load (RCL) Request |  Return from Leave of Absence I-20 Request |  SSN Letter of Support Request |
|  Thesis/Capstone Confirmation Request |  Transfer Out Request |  Update Financial Information |
|  Update my Emergency Contact |  Update my US address and Contact Information | |





Click on RCL Request to access the eForm

Reduced Course Load (RCL) Request

For information on enrollment requirements, RCL authorization, and RCL Request deadlines please visit scu.edu/iss/rcl.

E-Forms

REQUIRED
[Reduced Course Load \(RCL\) Request](#)

Enter the required information

Reduced Course Load (RCL) Request

() Information Required*

Select Academic Term of Reduced Course Load (RCL)*

Year of when you're requesting RCL*



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Select "Academic Difficulties" as the RCL reason, provide the required information, and click Submit.

Possible reasons to request an Reduced Course Load request:

- Final Term (To Complete Course of Study in Current Academic Term)
- Illness or Medical Condition (attach a letter of support from a U.S. based doctor)
- Academic Difficulties (requires ISS to seek a faculty evaluation; student must maintain at least 1/2 time units). Select one:
 - Improper course level placement
 - Initial difficulty with reading requirements (typically only first quarter / semester)
 - Initial difficulty with the English language (typically only first quarter / semester)
 - Unfamiliarity with U.S. teaching methods (typically only first quarter / semester)

Select your reduced course load reason*

Academic Difficulties

Select academic difficulty type*

Have you previously been authorized for a reduced course load?*

Course Title*

Teacher of the Course - Contact Information

Name*

Email*

Re-type Email*

Save Draft

Submit

