

## Reduced Course Load at Regis University

You are required to attend full-time every semester except during your approved semester of annual break. If you cannot attend full-time, then you must receive authorization from the DSO to attend less than full-time. A Reduced Course Load (RCL) must be warranted by USCIS and authorized by the DSO. RCLs are only approved under certain circumstances. You may only have 12 months of RCL authorizations.

The USCIS approved reasons for RCLs are:

- Illness or medical condition
- Initial difficulty with the English language/reading requirements
- Unfamiliarity with American teaching methods
- Improper course placement
- Completing your degree program during your last semester

A RCL is authorized for only one semester. You must attend full-time again the semester following an authorized RCL. If an illness/medical condition prohibits you from attending full-time the following semester, then you must complete the RCL process again.

---

### RCL for Illness/Medical Condition

If an illness/medical condition prevents you from carrying a full course load, then you must also provide a letter from a medical practitioner explaining the circumstances preventing you from attending full-time. The letter must be from a medical practitioner who is a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist. The letter must be current and be written on official letterhead with the medical practitioner's original signature. The following information must be included in the letter:

- The medical issue that you are being treated for
- Explanation of why the medical issue affects your physical or mental ability to attend full-time
- State that the medical practitioner recommends you to attend either below full-time or not attend at all
- Your name and the dates that the reduced course load is recommended
- The medical practitioner's information – title, clinic's address, phone number, and email address

---

### RCL for Academic Difficulties

If academic difficulties prevent you from attending full-time, then your academic advisor must provide a letter describing the academic difficulties that you are having. The letter must be written on school letterhead and include an original signature. The letter must also include the following information:

- State the specific reason(s) that you are having academic difficulties.
- Recommend that you attend less than full-time due to the difficulties

**Please note:** A Reduced Course Load based on academic difficulties is only allowed once. While authorized for an academic RCL, you must maintain at least half-time enrollment.