How To Submit the Final Term 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	

Global Engagement
SANTA CLARA UNIVERSITY

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*

9999

Global Engagement

SANTA CLARA UNIVERSITY

Select "Final Term" 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*

Final Term ⌄

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

⌄

Academic Advisor Information

Who should I list as my Academic Advisor:

- Undergraduate Students: Faculty Advisor
- Graduate Engineering: Academic Advisor (or department chair, if advisor is unavailable)
- Graduate Business: MS Programs (**msprograms@scu.edu**) or MBA (**mba@scu.edu**)
- Graduate Education and Counseling Psychology: Student Services **ecpservices@scu.edu**
- Law School: Law Student Services **lawstudentservices@scu.edu**
- Jesuit School of Theology: Academic Advisor

Name*

Email*

Re-type Email*

Save Draft		Submit