



# KERNEL UNIVERSITY

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## Reduced Course Load Form

Family/Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Kernel ID Number: \_\_\_\_\_

First Semester at: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Degree Objective:  Bach  Master  PhD  Other: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Current Status:  F-1  J-1  Other: \_\_\_\_\_

Expected Graduation: \_\_\_\_\_ Email Address: \_\_\_\_\_

Local U.S. Address: \_\_\_\_\_

U.S. Citizenship and Immigration Services (USCIS) regulations require that international (F-1/J-1) students **ENROLL** and **COMPLETE** a [full course load](#) each semester in order to maintain valid non-immigrant student status. F-1/J-1 students who are not able to register full time must submit the Reduced Course Load form to DOS for review.

**RCL DEADLINE:** First day of the semester.

**NOTE:** Submission of RCL(Reduced Course Load) form to DOS(Director Of Student services) does not automatically grant approval. If additional information is needed, DOS advisor will contact student and/or advisor for clarification.

### THIS PORTION TO BE COMPLETED BY THE ACADEMIC ADVISOR

Please select the appropriate reason for the RCL from one of the following categories.

#### Category 1: Final Semester

This reason can be used only if it is the student's final semester.

The student needs \_\_\_\_\_ units in order to graduate at the end of this semester.

#### Category 2: Medical Reasons

A letter from student's medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist is required.

Illness or other medical conditions (physical/mental)

#### Category 3: Academic Difficulty—select one of the following reasons.

**NOTE:** Students must be registered in a minimum of 6 units (undergraduate), 4 units (graduate), 3 units (doctorate).

These reasons can be used only once per degree level. (i.e. Tommy was having a difficult time with the English language requirements in several of his classes. He applied for an RCL and it was approved. Tommy is expected to register full time for the remaining duration of his degree program. He may not apply for another RCL based on an academic difficulty.)

Initial difficulty with reading requirements—Can be used during first year of program only

Initial difficulty with the English language—Can be used during first year of program only

Unfamiliarity with US teaching methods—Can be used during first year of program only

Improper course level placement

Semester/Year requesting for: \_\_\_\_\_

Number of units student will register for: \_\_\_\_\_

As the CAO for this student, I approve this student to carry less than the required number of units as indicated above.

Signature : \_\_\_\_\_  
Sin Ho Kim  
Cheif Academic Officer

Date: \_\_\_\_\_