



International Student Affairs (ISA)

Division of Student Affairs

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Reduced Course Load Approval Form

To be authorized for a Reduced Course Load (RCL), please ask your academic advisor to fill in this form. Please upload it when you submit your e-form request for a RCL to International Student Affairs at <https://internationalforms.hofstra.edu/>.

A Reduced Course Load (RCL) must be authorized before the student drops below a full-time course of study. Full time is defined as 12 credits for undergraduates and JD, 9 credits for graduates and LLM.

PERSONAL INFORMATION (To be completed by the student)

Name: _____ Hofstra ID # _____
Surname/Family Name Given Name

ACADEMIC ADVISOR (To be completed by the student’s academic advisor. For undergraduate students, this form needs to be completed by the advising Dean in the Center for University Advising.)

The student is recommended to take _____ credits in _____ semester based on the following reason:

Academic Difficulties

- Initial difficulty with the English language (can only be used for the initial academic term)
- Initial difficulty with the reading requirements (can only be used for the initial academic term)
- Unfamiliarity with U.S. teaching methods (can only be used for the initial academic term)
- Improper course level placement (needs written clarification from the academic department)

If the student needs to drop courses, please list the course number(s) and credits: _____

Medical Condition (Authorization for up to 12 months)

- Illness or medical condition (must be accompanied by a doctor’s note from a licensed doctor in the U.S.)

Completion of Course of Study (Authorization for the final semester only)

- Final academic semester (can only be used if student has required course(s) for their degree remaining)

Student expected to complete program: Month _____ Day _____ Year _____

Comments: _____

Academic Advisor’s Name (print) _____ **Signature** _____

Department _____ **Phone** _____ **Date** _____