



## Reduced Course Load (RCL) Request Due to Illness or Medical Condition

### Overview

International Services may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed a total of 12 months during any academic level of study.

In order for International Services to approve your request, you must provide medical documentation from a *licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist*, to substantiate the illness or medical condition. If your request is approved, you must resume a full course of study in the next available semester or term in order to maintain F-1 or J-1 status.

Permission from International Services **MUST** be obtained before you drop or withdraw from your course(s). If you drop below full-time enrollment without prior approval from International Services, you will be in violation of federal regulations governing F-1 or J-1 students and you will be considered to be out of status.

### To Be Completed by Student:

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Webster University Campus: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Academic Level:  Undergraduate  Graduate Master's  Graduate Doctorate

Semester/Term Requesting Reduced Course Load: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To submit**, email attachments of this form and your medical documentation to [intlservices@webster.edu](mailto:intlservices@webster.edu).

**Subject line:** "Reduced Course Load Request, Last Name, First Name, Webster ID #"

You will receive a response within 5-7 business days.

---

### For Office Use Only

Approved by: \_\_\_\_\_ Date Entered in SEVIS: \_\_\_\_\_

Student notified:  By E-mail  By Phone  In person on: \_\_\_\_\_