

Reduced Course Load (RCL): Request Form

International students who need to drop below full time must meet with and obtain permission from their International Center Advisor before dropping to less than full time. Dropping without authorization is a violation of status. Reduced Course Loads are generally only available within the first year of attendance. Upload the completed form in your I-Center Portal Application for Reduced Course Load.

Student Last Name:
Tufts ID:

Student First Name:

Reasons for Academic Reduced Course Load

Improper Course Level Placement
Initial Difficulty w/ the English Language

Initial Difficulty w/ Reading Requirements
Unfamiliarity w/ American Teaching Methods

Academic Difficulty Reduced Course Load

- Appropriate Advisor must complete and sign remaining section of this form
 - Fletcher School Registrar
 - School of Engineering Graduate Students Dean Karen Panetta
 - School of Arts and Sciences, SoE Undergraduate Advisor or Advising Dean
 - Cummings Veterinary School Advisor or Dean
 - Friedman School of Nutrition Advisor or Dean
 - Boston Health Sciences Campus Registrar
- Credit hours must consist of at least half of the credit hours required for full time enrollment
- Authorization is limited to once per degree level regardless of institution
- Student must resume a full course of study in the next available term, session, or semester, excluding summer session

Please give a detailed explanation for the drop below full-time status.

By signing below, I confirm my recommendation and support for this student to reduce his or her academic load to less than a full course of study due to the academic reasons as indicated above.

Signature:

Date:

Name:

School and Title: