

Instructions for Authorization Form: Reduced Course Load (RCL)/Course Cancellation/Vacation

United States Citizenship and Immigration Services (USCIS) regulations require international students under an F-1 visa to be enrolled in a full course of study while pursuing a degree in the United States. At Nova Southeastern University (NSU), a full course of study is defined as 12 credits for an undergraduate degree, and generally 6 credits for a master's degree, and one class (regardless of credit hours) for a doctoral degree. A student who drops below a full course of study will be considered out of status, unless the student has received prior approval to engage in less than a full course of study from NSU. Conditions that may warrant an exception to the full course of study requirement are listed below.

NOTE: With the exception of the undergraduate degree, a full course of study and less than a full course of study vary based on the academic program. Please check with the program office **and** the Office of International Students and Scholars to ensure you remain in compliance with regulations.

IMPORTANT: Your program office may require you to enroll for additional credits per semester/term. In this case, you must comply with your program's enrollment requirements.

REDUCED COURSE LOAD

A. Academic Difficulties

1. **Difficulty with English Language or Reading Requirements**
2. **Unfamiliarity with U.S. Teaching Methods**
3. **Improper Course Level Placement**

An authorization for a reduced course load is rarely granted for any of the three conditions listed above. If you feel that one of these conditions applies to you, please make an appointment with the Office of International Students and Scholars to have your specific circumstances evaluated.

B. Illness or Medical Condition

NSU may authorize a reduced course load (or, if necessary, no course load) as the result of a student's temporary illness or medical condition. An authorized reduced course load may not exceed 12 months per academic level. In order to authorize a reduced or no course load, the student must provide recently issued documentation from a licensed medical doctor (MD), a doctor of osteopathy (DO), or a licensed clinical psychologist.

C. Last Semester at NSU

Students in their last semester may receive approval for a reduced course load by completing the Authorization Form. To complete your degree application, visit www.nova.edu/cwis/registrar/instructions.html.

COURSE CANCELLATION

An authorization for course cancellation may be approved if the university cancels a course in your program. However, if there are other course options available in your program to replace the cancelled course, the Office of International Students and Scholars will not approve an exception to the full course of study requirements.

VACATION

Students are entitled to take the summer semester as an annual vacation, unless students start their programs in the summer semester. In this case, the student is not eligible for an annual vacation until the following summer. If the student's program requires summer enrollment, the student must comply with the program's summer attendance policy

Important:

- All students employed on campus should check with the Office of Student Employment regarding any factors that may affect their employment eligibility during an annual vacation. In some cases, the Office of Student Employment may require the student to complete an Authorization Form.

Authorization Form: Reduced Course Load (RCL)/Course Cancellation/Vacation

This form is to be completed by international students who wish to enroll for less than the full course of study for one semester/term. Students must be fully approved for a reduced course load before dropping below full-time status. Please complete this form and return it to the Office of International Students and Scholars in the Horvitz Administration Building on the main campus. This may affect your student employment eligibility, if you are or will be in the NSU Student Employment Program.

Please Note: Students must be enrolled in a full course of study for the following semester/term, with the exception as authorized below

Section I: Student Information

Student Name: _____ NSU ID: N _____
Last First

Program/ Major: _____ Education Level: Undergraduate Graduate

Requested Academic Year and Semester/Term:
 Academic Year _____ Fall _____ Winter _____ Spring _____ Summer _____

Section II: Reason for Reduced Course Load (RCL)

- Difficulty with the English language or reading requirements (student’s first semester/term of study only)
- Unfamiliarity with U.S. teaching methods (student’s first semester/term of study only)
- Improper course level placement
- Illness or medical condition (attach current medical documentation from a licensed MD, DO, or licensed clinical psychologist)
- Last semester at NSU (Please complete an Online Application for Degree/Diploma at www.nova.edu/cwis/registrar/instructions.html)

Section III : Cancellation of Class(es)

- My class(es) has been cancelled for the semester/term by the university. I cannot enroll in any other courses for my program during the semester/term. Documentation from the academic program is required and must be approved by the Office of International Students and Scholars prior to approval.

Section IV : Vacation

- Vacation – Not enrolled in classes. Students can work full-time under student employment.
- Vacation – Enrolled in at least half-time status (6 credits-undergraduate/generally 3 credits for graduate (based on academic program requirements)). Students can work part-time (20 hours per week) under student employment.

Student Signature _____ Date _____

For Office Use Only:

Authorization: Start Date: _____	End Date: _____
Authorized by: _____	_____
Print Name	Signature
	Date