

Reduced Course Load

Information re: Reduced Course Load for international students can be accessed @ <http://global.upenn.edu/iss/rcl>

Below are the conditions required for students seeking Reduced Course Load approval:

Academic Difficulties:

You qualify for this option only if one of the following applies to you:

- Initial difficulties during the 1st year of an academic program at Penn with the English language, reading requirements, or unfamiliarity with American teaching methods
- Improper course-level placement during your academic program

Please note:

An RCL for academic difficulties can only be used once per degree level. This option is only covers a single semester during any one course of study at a particular program level and you must resume full-time enrollment at the next available semester (excluding eligible vacation semester).

Important: if you qualify for Academic Difficulties RCL you must still maintain at least 2 CUs per semester for undergraduates; and at least 1.5 CUs per semester for graduate students.

Medical Conditions:

If, due to a serious illness or medical condition, you are unable to be enrolled full-time, (or, if necessary, no course load), you may apply for this RCL. To apply for this option you must provide:

- Medical documentation from **a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist** to the DSO/ARO to substantiate the illness or medical condition.
- A letter from your doctor. Please show the following details to your doctor so that the letter includes the required information. If not, we might have to ask you to obtain a new letter from your doctor. **The letter must be prepared on the official letterhead and signed by the doctor.** The letter must contain:

In your doctor's *medical opinion*, it is advised that you take a reduced course load or not take any classes because of your *current illness*.

Duration of time, including a beginning and end date (or indicate for the semester), that your doctor advises you reduce your course load or suspend your study due to medical reasons affecting you personally.

If a *reduction* of your course load is advised, the doctor must *specify* whether he or she advises you to take $\frac{3}{4}$ load, $\frac{1}{2}$ load, or $\frac{1}{4}$ load for medical reasons.

Completion of Course of Study:

A student may apply for Reduced Course Load in his/her final semester if fewer courses (i.e. less than full time) are needed to complete the course of study. If approved, he/she must complete his/her study at the end of the particular semester.

Master's & Doctoral Students on Thesis/Dissertation Track:

For one semester only.

If this is your final semester of coursework before the start of your thesis or dissertation (only) status, an ISSS advisor could approve you to register for a course or courses left for completion.

Once you have completed your coursework and begin working full-time on your thesis or dissertation, you are required to continue to register for master's thesis or doctoral dissertation tuition (or registration) during each semester until you graduate.