



This form should be completed if you need to drop a course due to academic difficulties. Please note, reduced course loads may only be approved under the following circumstances:

- Improper course placement (e.g. you registered for a course and then you and/or the professor discover that a prerequisite requirement is needed)
- Unfamiliarity with American teaching methods
- Initial difficulty with English language
- Initial difficulty with reading requirements

Important Information:

- Under SEVIS regulations, F-1 students must be enrolled full-time, even if courses that are required for the degree program are not available. The only exception to this requirement is during an F-1 student's last term, when they may fall below full-time enrollment if a full-time course load is not needed to complete their program of study.
- Students cannot take only online courses, even in their last academic term. Students in the College of Professional Studies (CPS) must have on-ground courses throughout the academic term (you cannot have only online courses in either Session A or Session B of the academic term).
- Each semester, students must carry at least half of a full-time course load of on-ground coursework, even when approved for a reduced course load.
- Graduate and CPS international students approved for a reduced load will have charges reversed for the tuition of the class if the class is dropped before the last day to drop without a W. After the last day to drop without a W, students are not eligible for prorated tuition unless a student withdraws from all classes within the timeline specified under the Refunds for Withdrawals section on the Student Financial Services Policies and Procedures [page](#).
- Undergraduate international students who drop below 12 credits are not eligible for a reduced load tuition reduction through the Office of the Registrar unless they meet one of the criteria outlined under "Course Overloads and Reduced Loads", please see [page](#).
- Students are still financially responsible for any courses dropped after the last day to drop without a "W" grade.
- A reduced course load may only be approved once during each degree level.
- Full-time enrollment is as follows:
 - Undergraduate: minimum of 12 credit hours per term
 - Graduate: minimum of 8 credit hours per term (9 credit hours per term in a 3-credit enrollment system)
 - Graduate students who hold an assistantship: 6 credit hours per term
 - International students enrolled in NU Immerse/Global Pathways must follow the requirements of their programs

Once you have completed this form, you must log into the myOGS Reduced Course Load Request [e-form](#) and upload your completed Recommendation for Reduced Course Load (RCL) form.



Instructions: Please complete Part I, and have your academic advisor/department coordinator who is an Authorized Secondary Approver: General Request complete Part II. Once this form is completed and signed, you must log into the myOGS e-form to upload and submit your completed Recommendation for Reduced Course Load (RCL) form and other applicable documents. OGS requires 10 business days to process a Reduced Course Load request.

Part 1: To be completed by the student

Name: _____
Last/Family Name
First/Given Name
Middle Name

Northeastern ID: _____

I request a RCL for: Fall Winter Spring Summer (I/II/Full) **Academic Semester:** 20_____

Course(s) I intend to **drop**: _____

Course(s) I intend to **retain**: _____

Student's Signature: _____ **Date:** _____

Part 2: To be completed by an Academic Advisor (required for Undergraduate students excluding CPS) OR Authorized Secondary Approver: General Request (required for Graduate students and all CPS students)

Requested term: Fall Winter Spring Summer (I/II/Full) **Academic Year:** 20_____

Number of credits to be registered after RCL approval: _____ credits - _____ credits = _____ credits
Currently Registered
To Be Dropped
To Be Retained

Reason for Reduced Course Load (please check one):

Improper course level placement (e.g. course(s) were found to be at an incorrect level)

Please explain: _____

Unfamiliarity with American teaching methods

Initial difficulty with English language

Initial difficulty with reading requirements

Name of Authorized Secondary Approver (please print): _____

Signature: _____ **Date:** _____

Part 3: Submit your completed e-form via myOGS (to be completed by student)

Students: Once you have completed this form, you must log into the myOGS Reduced Course Load Request [e-form](#) and upload your completed Recommendation for Reduced Course Load (RCL) form.