

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:

- **Students must not drop/withdraw from a course prior to receiving OGS authorization. Failure to follow this instruction will result in a violation of status and the termination of one's SEVIS record.**
- F-1 students must be enrolled full-time with appropriate on-ground presence for the duration of every required term of study. 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 enroll in only online courses, even in their last academic term, and must be enrolled in on-ground courses for the duration of every required term.
- If an Academic RCL is approved, students must carry at least half of a full-time course load of on-ground coursework.
- Graduate students approved for a reduced load are subject to the University's refund Policies and Procedures and should consult 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](#).
- A reduced course load may only be approved once and during the first term of enrollment 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.

**Students must not drop/withdraw from a course prior to receiving OGS authorization. Failure to follow this instruction will result in a violation of status and the termination of one's SEVIS record.**

**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      **Academic Year:**      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      **Academic Year:** 20\_\_\_\_\_

Number of credits to be registered after RCL approval: \_\_\_\_\_ credits - \_\_\_\_\_ credits = \_\_\_\_\_ credits  
*Currently* *To Be* *To Be*  
*Registered* *Dropped* *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.