



Reduced Course Load Request

Purpose: BYU-H requires a full time student to maintain a minimum of 12 credit hours per semester. Any exception to this requirement must be approved.

Procedure: 1. Complete RCL Request form 3. Obtain any documentation 5. Final Approval (as noted below)
2. Meet with Academic Advisor 4. Obtain supporting signatures 6. Registrar's implementation

_____ We have discussed the impact this RCL will make on my Federal grant, loan,
Student signature Financial Aid Office or BYUH Scholarships.

_____ Last name _____ First name _____ BYUH ID#

_____ Address _____ Major _____ Semester RCL requested

(____) _____ Male Female Single Married
Phone preferred e-mail circle appropriate response

Circle appropriate response(s): *I-WORK Student* *International Student* *Domestic Student*

REASON FOR RCL REQUEST

CHECK APPROPRIATE BOX

<input type="checkbox"/> LAST SEMESTER <i>This is the LAST semester student will attend</i> _____ Academic Advisor approval _____ Dean of Students	<input type="checkbox"/> ACADEMIC DIFFICULTY <i>(only for International Students)</i> _____ Academic Advisor support _____ Dean of Students	<input type="checkbox"/> MEDICAL/MENTAL HEALTH <i>Requires approval of Medical Doctor or Licensed Clinical Psychologist (Documents on file with Dean)</i> _____ Dean of Students
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Comments:

International Students: Take this form to ISS
Domestic Students: Take this form to the Registrar

FOR ISS/Registrar OFFICE USE ONLY		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	DSO/ARO Signature	Date