



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 signature _____ Registrar _____ <i>Dean of Students/Vice-President</i>	<input type="checkbox"/> ACADEMIC DIFFICULTY <i>(only for International Students)</i> _____ Academic Advisor support (MAP attached) _____ ISS support (DSO/RO) (attach supporting documents) _____ <i>Dean of Students/Vice-President</i>	<input type="checkbox"/> MEDICAL/MENTAL HEALTH <i>Requires Doctor's signature (attached)</i> _____ Academic Advisor support (MAP attached) _____ MD, DO, LCP (attach supporting documents) _____ <i>Dean of Students/Vice-President</i>
--	--	--

Comments:

FOR ISS/Registrar OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	_____
Registrar/DSO/ARO Signature	Date
Previous RCL? <input type="checkbox"/> Yes, _____ <input type="checkbox"/> No	PS SI _____ PS COMMENTS _____ FILED _____