Reduced Course Load

WHEN CAN I BE ON A REDUCED COURSE LOAD?

- All students must maintain full-time registration throughout their program of study
  - 9 credits (Graduate Students)
  - 12 credits (Undergraduate Students)

- Students ARE permitted to be below full-time in the last semester of their program if their remaining registration does not necessitate full-time registration
  - Students must complete and file a Reduced Course Load form within 30 days prior to start of semester and no later than the semester start date
Students must provide ISSO with a completed Reduced Course Load form 30 days prior to the start of the semester they will be below full-time, and no later than the semester start date.

Application can be found at the ISSO website: http://www.uml.edu/ISSO/course-load.aspx
Reduced Course Load

The Process (cont.)

Student must work with faculty advisor, graduate coordinate, or thesis/dissertation advisor to complete paperwork, and must bring the following to ISSO:

- Completed Reduced Course Load form;
- Copy of unofficial transcript; and
Reduced Course Load

The Form

- Student’s faculty advisor, graduate coordinator, or thesis/dissertation advisor will:
  - Confirm how many credits are required/remaining to complete the student’s program of study;
  - Confirm student’s anticipated completion date, http://www.uml.edu/ISSO/Completion-Date.aspx; and
  - Confirm the number of semesters student has already been on an approved RCL

- Student must obtain signatures of approval from:
  - Graduate Coordinator (or faculty advisor);
  - Thesis/Dissertation/Project advisor (if applicable);
  - Director of Graduate Administration (if student is working on a TA/RA)
Reduced Course Load (RCL)

Transcript/Registration

- Student must present ISSO with proof of registration for the semester
  - PhD / Master’s Thesis students who have completed all required coursework and research credits must maintain registration in a one-credit Dissertation/Thesis Review course until they have successfully completed their program

- Limitations on RCL semesters:
  - MS Thesis students can take ONE semester of RCL to finish their thesis
  - PhD students can take two TWO to THREE semesters of RCL to complete their dissertation