How to Apply for a Reduced Course Load (RCL)

- Review the RCL Eligibility Criteria, [here](#).
- Have your Graduate Coordinator (and/or Academic Advisor) complete the Request for Reduced Course Load Academic Advisor Approval Form on page 2 of this document.
- Make sure ALL Signature fields are signed as applicable
- **Upload the RCL Academic Advisor Approval Form to Apply for Reduced Course Load using the eform on our website. You must sign in with your UMass Lowell Student Email address and Password.**
- You will also need to submit a copy of your I-94 card and unofficial transcript showing registration for the RCL semester.
To be completed by Student

<table>
<thead>
<tr>
<th>Student ID #</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
</table>

**Academic Level:** Bachelor's____ Master's Coursework____ Master's Project____ Master's Thesis____ Doctoral____

What semester is the student applying for Reduced Course Load for? _________

Check the Type of Reduced Course Load Being Requested (refer to RCL Eligibility Criteria Guide (link) for a detailed explanation of each):

<table>
<thead>
<tr>
<th>#1 Academic Reduced Course Load</th>
<th>#2 Last Semester Reduced Course Load or Project student in Last Academic Phase of their Program</th>
<th>#3 Thesis/Dissertation or Project student in Last Academic Phase of their Program</th>
<th>#4 Medical Reduced Course Load (must have doctor's permission and UMass Lowell Wellness Center Review – discuss further with an ISSO Advisor)</th>
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</thead>
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For UMass Lowell Faculty Advisor to Answer:

1) How many coursework/thesis or dissertation credits are REQUIRED for student to complete degree? ______  
2) How many credits has student already completed? ______  
3) How many semesters of Reduced Course Load has student already completed? ______ or None ______  
4) When is student’s anticipated completion date? Familiarize yourself with the USCIS strict interpretation of completion date, www.uml.edu/ISSO/Maintaining-Status/legal-status.aspx  
   Month ______ Year ______  
5) If student is close to finishing degree, does student already have a scheduled defense date? Yes ____ No ____  
   If yes, when is anticipated Defense date? Month _____ Year _____  
6) Is the student expected to be on RA or TA for the requested semester of Reduced Course Load? Yes_____ No______

**RA & TA Assistantships are associated with institutional policy.** Department Chairs determine RA/TA Assistantships.

If you have a question on TA/RA Assistantships and Waivers, please direct them to Ms. Debbie White, Director of Graduate Student Services, at 978-934-2173.

**APPROVAL SIGNATURES**

<table>
<thead>
<tr>
<th>Signature of Graduate Coordinator</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Thesis/Project Advisor</td>
<td>Print Name</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Student</td>
<td>Print Name</td>
<td>Date</td>
</tr>
</tbody>
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**Students with a Teaching/Research Assistantship** must also obtain the approval of Debbie White, Director of Graduate Student Services, Cumnock Hall Suite 110, One University Avenue, North Campus

Students from the following colleges must obtain the additional signature of their Dean: Graduate School of Education and College of Health Sciences.

<table>
<thead>
<tr>
<th>Signature of Dean</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
</table>