REDUCED COURSE LOAD (RCL) REQUEST FORM

Note to F-1 students: This form must be submitted ANYTIME you want to apply to take less than 12 credit hours. You must complete this form with an advisor. If this form is not submitted and approved, we cannot update your SEVIS record for the quarter and this could result in your falling out of status.

Section A: To be completed by student (Print clearly)

Name of Student: ___________________________ Shoreline ID: 965 - ____________

Student Email Address: ___________________________ Student Tel. No. (______)________________

Quarter: (circle) Summer Fall Winter Spring 20_____

Number of Credits you will take: _____

** Have you attended another U.S. school prior to coming to Shoreline? If yes, please list all quarters you were taking LESS THAN 12 credits at that school:

__________________________________________________________________________

Student Signature: _______________________________________________________

Immigration regulations REQUIRE all F-1 students to maintain FULL-TIME registration (12 credits a quarter).

Under exceptional circumstances, international students may be allowed to enroll for less than the required minimum. HOWEVER, international students must obtain the approval from International Programs PRIOR TO registering for less than a full course load or withdrawing/dropping below a full course load. (Although an exception to the prior approval rule does apply for situations where the student is eligible for a vacation quarter or returns home for the quarter, for purposes of accurate SEVIS registration, it is important for International Programs to have this form from students prior to any deviation from full course of study).

The advisor must complete the reverse side of this form verifying the student's eligibility for taking a reduced course load due to one of the listed reasons.

SPECIAL NOTE: Financial hardship is NOT an acceptable reason to drop below full-time based on immigration regulations.
Section B: To be completed by Advisor

The student is eligible to take a reduced course load for the following reason:

☐ Vacation This will be the student’s vacation quarter for the year. The student plans to stay in the U.S. (Please note that the student must have been enrolled for the past 3 consecutive quarters to be eligible) [exception: summer vacation quarter]. Important: If student plans to stay in the US in vacation quarter, remind them to sign up for health insurance! See Harumi for details.

☐ Return to Home Country The student has not graduated but wishes to return to their home country for this quarter. Please check one:
-☐ Student plans to return to Shoreline for the _______ quarter of 20____ (Note to Advisor: Please remind student that if they will be out of the U.S. for 5 months or beyond, they will need to request a new I-20 to re-enter the U.S.)
-☐ Student does not plan to return to Shoreline.

☐ Completion of Program: This quarter is the student’s last quarter to complete his/her degree or certificate. The student has applied for graduation. ☐ Yes  ☐ Not Yet

☐ Medical Condition. The student has provided medical documentation from a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist that substantiates the illness or medical condition. (Please note that a reduced course load for a medical condition cannot exceed an aggregate of 12 months for entire program).

☐ Academic Difficulties:
Please note that the student MUST still be enrolled for at least 6 credits. A student may be authorized for a reduced course load in this category only for a single quarter during their entire program.
Please check the appropriate reason for the academic difficulty:
-☐ Difficulties with English language or reading requirements in the first term of study in the United States.
-☐ Unfamiliarity with American teaching methods in the first term of study in the United States.
-☐ Improper course level placement (In this instance students are allowed to drop a course only when an advisor had recommended that the student take the course for which he/she was not academically prepared.)

☐ Concurrent Enrollment: The student is also taking classes at __________________________ (name of institution). These classes will count toward the student’s degree program at Shoreline. Please note that the number of credits taken at Shoreline must exceed the credits taken at the other school. The combined enrollment at both institutions must be at least 12 credits. Proof of registration at other school must be submitted with this form.

DSO/Advisor Approval (Please check):  Yes ____  No ____  Student SEVIS ID:

N000________________________

Note to advisor: If possible, please check HP to see if student is registered for classes that they do not intend to take for the quarter in question. If they are registered, please ask them to complete the drop/add form and submit to Registration.

DSO/Advisor Name: ______________________ Date: __/__/____  Entered into FSA ___ Date ___/__/____

SEVIS (if applicable) ______Date ___/__/____  ☐ Registered in SEVIS for _______ 200____