



Vacation / Reduced Course Load (RCL) Request Form

Family name: _____ First name: _____

Student ID: 965 Phone #: _____

Quarter Fall Winter Spring Summer Year _____

Purpose: Annual Vacation Medical Condition Completion of Program
 Academic Difficulties Concurrent Enrollment

Planned number of credits: _____ + _____ + _____ = _____
ONLINE ON CAMPUS Registered at another U.S. school TOTAL CREDITS

I understand I may be required to purchase Lewermark Medical Insurance for the approved vacation or reduced course load quarter. This insurance can be used anywhere else I travel except in my home country .

Student's signature _____ Date: _____

I-20 EXPIRATION DATE

Expires on: _____ [verified in ISSM]

MUST BE COMPLETED BY ACADEMIC ADVISOR OR F-1 SPECIALIST

- Vacation:** [summer only - Registered Fall May transfer before Fall]
 - Has been enrolled for the past 3 consecutive quarters at Shoreline OR Includes a quarter at previous school unofficial transcript attached on file
 - Has been enrolled less than 3 quarters but this is the student's FIRST summer quarter. (default vacation quarter)
 - Add Insurance** if the student plans to take **no credit**. Add Zo2o & print class schedule for insurance. (After 15 days from the first day of the quarter, refer the student to the front desk)
- Medical Condition: The following conditions must to be met.**
 - Student provided medical documentation from a **U.S. licensed medical doctor (MD), doctor of osteopathy (DO), or a licensed clinical psychologist (LCP)** that substantiates the illness or medical condition (*please attach*).
 - Has not exceeded an aggregate of 12 months of medical RCL for the current program level.
 - Add Insurance*** if the student plans to take **no credit and this is the first medical RCL in the plan year (fall-summer)**. Add Zo2o & print class schedule. (*After 15 days from the first day of the quarter, or if this is the 2nd or more quarter of medical RCL in the plan year, refer the student to the front desk.)
 - For mental health issue only:** the student has been informed that he/she is required to submit an updated letter in the middle of the quarter regarding his/her progress.

See back of form for Completion of Program, Academic Difficulties, or Concurrent Enrollment

MUST BE COMPLETED BY ACADEMIC ADVISOR

Completion of Program: Per immigration regulations, student understands that he/she cannot take only online classes* in his/her final quarter. (**attach degree audit**)

**"If students only need one course to complete their program of study, the course cannot be completed through online or distance education."* Planned classes: _____

2nd Consecutive Completion of Program: Per immigration regulations, a student is eligible if he/she did not complete the program in the previous quarter due to failing a required course. Required class: _____

Academic Difficulties: A student may be authorized for a reduced course load in this category only for a single quarter at each educational level. **Student MUST still be enrolled in at least 6 credits.**

- Difficulties with English language or reading requirements in the first term of study in the U.S.
- Unfamiliarity with American teaching methods in the first term of study in the U.S.
- Improper course level placement (In this instance students may drop a course only when an advisor has recommended that the student take the course for which he/she was not academically prepared.)

Concurrent Enrollment: The following conditions need to be met.

- A class schedule from other school is attached.
- Classes will count toward the student's educational objective at Shoreline.
- The student has been informed that he/she is required to **submit transcripts** showing completion of course enrollment to an advisor at the end of term.
- Combined enrollment at both schools must be at least 12 credits.
- Within the first 12 credits enrollment requirement,**
 - the majority of credits must be taken at Shoreline,
 - the number of face-to-face credits taken at Shoreline cannot be less than the number of face-to-face credits taken at the other school,
 - no more than one online class is permitted.

ADVISOR'S NOTE: Please explain any unusual circumstances below.

OFFICE USE ONLY

	DSO initial	Date	Notes
Approved			
ISSM entry			
Authorized Drop Below Full Course		N/A	
SEVIS Registration <input type="checkbox"/> Batch <input type="checkbox"/> Manual			
	S/S initial	Notes	
Insurance Review			