

REDUCED COURSE-LOAD Request

(permission to study part-time at Seattle Central; NOT Vacation)



1. Submit form to the IEP Office BEFORE the start of the quarter.
2. Attach additional documents as required.
3. Your advisor will send email notification that your Reduced Course Load is approved or denied. Check your email!
4. If approved, there is nothing more you need to do unless you will drop a class. If your request is not approved, then you must study FULL-TIME and may need to add credits to your schedule.

STUDENT section -- please print very clearly			
Student ID Number	SEVIS Number N		
Last (Family) Name	First Name	Middle Name(s)	
Phone Number	Email Address		

1) I am requesting approval for Reduced Enrollment during QTR: YEAR: 20_____.

2) My I-20 expires on ____/____/____ (month/day/year)

>> If your I-20 expires at the end of the quarter, please **FIRST** talk to your advisor to see if you are eligible for a program extension. Submit this form together with or after your Extension Request form.

3) My reason for studying part-time at Seattle Central College is (check ONE):

Graduating quarter for (circle one): AA / AB / AS / AAS* **Major/focus:** _____

**AAS degree students: You must apply to graduate at the Registration Office before you submit this form.*

Note: Short Term Certificate students must enroll full-time every quarter.

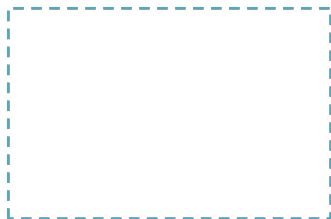
Concurrent enrollment – *You must attach a copy of your enrollment (class schedule) from the other school. You must enroll for at least 7 credits at Seattle Central.*

Initial academic difficulty (first quarter in U.S. only) – schedule an appointment to meet with Brian Smith.

STUDENT SIGNATURE: _____

DATE: _____

IEP OFFICE / ADVISOR section



Approved **Denied**

Completing degree with ____ credits, to include (courses): _____

Concurrent enrollment: ____ cr. at Seattle Central and ____ cr. at _____

Initial Academic Difficulty

Notes: _____

Advisor Initials: _____

Date: _____