

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. Read carefully and fill out the form completely.
2. Attach additional documents or take other steps first, if 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 current 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		
Home (Local) Address		City, State, Zip Code	

1) I am requesting a Reduced Course Load for QTR: _____, YEAR: 20_____.

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

If your I-20 expires at the end of the quarter, and you are not graduating, please FIRST talk to an advisor to see if you are eligible for a program extension. Submit this form together with your Extension Request form.

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

- Graduating quarter** – Final term, and enrolled in the number of credits needed to complete program
 ✓ You must apply to graduate at the Registration Office before you submit this form.
 Your program (circle one): AA / AB / AS / AAS Major/focus: _____
- Concurrent enrollment** – Enrolled at two different approved schools, with credits adding up to full time enrollment
 ✓ Attach a copy of your class schedule from the other school. You must enroll for at least seven credits at Seattle Central.
- Initial academic difficulty** – First quarter only; due to initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. Consult with an advisor if you have questions.
 ✓ Schedule an appointment to meet with Brian Smith before submitting this form. You must enroll at least half time.

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 [Must enroll at least half time. If TR student, is it higher level?]

Notes: _____ Advisor Initials: _____
 _____ Date: _____