



# Palomar College International Student Office Request for Reduced Course Load

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Semester: \_\_\_\_\_, 20\_\_\_\_\_ Date: \_\_\_\_\_ Number of Units Enrolled: \_\_\_\_\_

Please check the appropriate reason(s):

This is my last semester to graduate with an AA degree in \_\_\_\_\_ (major)

This is my last semester before transferring to a four-year institution.

This is my last semester to graduate with a certificate of achievement in \_\_\_\_\_ (major)

This is my first semester and I find it difficult to keep up with my course requirements because of my language ability.

Other reason (please specify)\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* The final permission for a reduced course load will come from the Office of International Education.

\* If your RCL request is not approved, you must maintain your full-time status (minimum of 12 units).

### International Student Counselor's Comments:

I have verified that the above student needs less than 12.0 units to complete his/her requirements for an AA degree/Certificate of Achievement/transfer to \_\_\_\_\_  
Name of University / Universities

I have verified that the student's additional course(s) required to complete the program is/are not offered this semester. I have also verified that this is the student's final semester completing his/her academic program.

I have counseled the student on her/his academic difficulties and recommend that s/he be approved for reduced course load for

- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

Counselor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
month day year

\*\*\*\*\*Office Use Only\*\*\*\*\*

Date received: \_\_\_\_\_  
month day year

Approved      Not Approved

Approval Official: \_\_\_\_\_  
First Name Last Name Position Title

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
month day year