INTERNATIONAL STUDENT PROGRAM

PETITION: REDUCED COURSE LOAD (RCL) – ACADEMIC COUNSELOR AUTHORIZATION

☐ **Fall** ☐ **Spring** **Year: _____**

WHAT IS A REDUCED COURSE LOAD? Students can petition to enroll in classes less than full-time (i.e. take less than 12 units) if they are in the final semester of their degree program and need fewer than 12 units to graduate.

COMPLETING FINAL SEMESTER
☐ Complete the "YOUR PERSONAL INFORMATION" section ☐ Request that your academic counselor complete the "ACADEMIC COUNSELOR AUTHORIZATION" section. ☐ Attach a recent Comprehensive Student Education Plan that shows less than 12 units are needed to complete your course of study (Certificate, Associate Degree, and/or University-Transfer). ☐ Submit petition to studentvisa@wlac.edu or International Student Program (SSB 410)
• **IF DECLINED:** You will need to complete the semester with full-time enrollment. • **IF APPROVED:** You will need to ensure you complete the minimum units approved.

Submit petition and supporting documents at least 5 business days before the drop deadline.

Note: Even with approval, you are subject to penalties for late drops (i.e. "W's" and tuition fees)

YOUR PERSONAL INFORMATION

LAST NAME				**FIRST NAME**	
DATE OF BIRTH	Month	Day		**LACCD ID #**	
EMAIL				**U.S. PHONE #**	
STUDENT SIGNATURE				**DATE**	

ACADEMIC COUNSELOR AUTHORIZATION

To be completed by an academic counselor at West Los Angeles College

NAME OF ACADEMIC COUNSELOR				
STUDENT'S COURSE OF STUDY	☐ Certificate	☐ Associate's Degree	☐ University Transfer	☐ Other: _____
HOW MANY UNITS DOES THIS STUDENT NEED TO COMPLETE THEIR COURSE OF STUDY?				
I certify that the above mentioned student will be eligible to complete their course of study at the end of the current semester it they complete the number of credits indicated above.				
COUNSELOR SIGNATURE			**DATE**	

Submit petition and supporting documents to studentvisa@wlac.edu or International Student Program (SSB 410).

Allow 5 business days for processing. You will receive an email notification. Notifications will be sent to your LACCD student email account.

INTERNATIONAL STUDENT PROGRAM OFFICE USE ONLY			
☐ Denied	☐ Approved for Part Time (Entered in SEVIS) for	☐ Fall ☐ Spring	YEAR:
NOTES:			
DSO SIGNATURE		**DATE**	