

VCN
RCL
CE
LQ



CENTRAL WASHINGTON UNIVERSITY

F-1 Student Reduced Course Load (RCL) Request Form

Alternate Quarter Vacation / Below Full Time / Concurrent Enrollment

Submit this form to your International student advisor before you take vacation, leave the U.S. or drop classes.

Name: _____ Email: _____

Student ID: _____ Requested Quarter: Fall Winter Spring 20____

Campus Location: Ellensburg Des Moines Lynnwood Pierce Sammamish

Is this your last quarter? Y N How many credits will you take? _____ How many are on-line? _____

Policy: CWU recognizes summer quarter as the annual vacation term. Students have the option to register for classes during summer quarter (full, part time, or online). Students who have met the immigration regulation for vacation eligibility (3 consecutive quarters of attendance) may be eligible to take an alternative quarter as a vacation. After an alternative vacation quarter is taken, summer is still seen as CWU’s annual vacation and students will not be required to attend full time to be in good immigration status. (OPT participation does not count towards the 3 quarters of attendance.) Students cannot take two consecutive quarters off (for example Spring and Summer).

Example:

1. Transfer in student comes from a community college after attending summer. Starts CWU Fall 2020. Student can take Winter 2021 off as their personal vacation, and then Summer 2021 as CWU vacation. The following Summer (2022) would be the next available vacation for the student.
2. Students new to the university from overseas Fall, Winter or Spring would be eligible for Summer vacation as CWU’s annual vacation.
3. Students who need to leave the country for the whole quarter can take a Leave of Absence and still be eligible for CWU’s summer annual vacation.

_____ **Alternative quarter vacation requested.**

1. I plan to stay in the US during my quarter off. Y N
2. Have you been enrolled full time for three consecutive quarters?
Yes ___ No___ (If not, see “Leave of Absence” below)
3. Where did you study the past three quarters?
Fall _____ Winter _____ Spring _____ Summer _____
4. Do you plan to register for the following quarter? Y N

_____ **Leave of Absence/family emergency** (must be out of U.S. for a majority of the term). It is recommended you return at least one week before the start date of the next quarter. Attach a copy of your travel plans.

_____ **Last quarter**

_____ **Academic difficulties** – talk to your International Advisor to determine if you are eligible.)

_____ **Medical condition** – attach documentation from a licensed medical practitioner or licensed psychologist.

_____ **Concurrent Enrollment** at _____ -- attach registration from concurrent school.

Student Signature _____ Date _____