UNIVERSITY of HAWAI'I
KAPI'OLANI COMMUNITY COLLEGE

Paul S. Honda International Center (HIC)
4303 Diamond Head Road, Iliahi 107
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Request for Reduced Course Load (RCL) Form
Academic / Graduation

Name: _____ **Phone Number**: _____

UH ID: _____ **SEVIS Number**: _____

UH Email: _____

Important: Students are responsible for dropping classes **after receiving HIC approval**.

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☐ **Academic Difficulty**

- ☐ Initial Difficulty with Reading Requirements
- ☐ Initial Difficulty with the English Language
- ☐ Improper Course Level Placement
- ☐ Unfamiliarity with American Teaching Methods

} Granted once per educational level during your **first semester** only. You must register for at least 6 credits; Maximum 1 on-line class allowed

I endorse and/or recommend less than full-time registration for the above reasons in:

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

HIC DSO Signature _____ **Date:**_____

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☐ **Graduation**

1. View your STAR degree pathway to see if you have completed your program requirements for graduation.
2. Meet with your **Academic Advisor/Counselor** to verify and sign below:
   ** 1 KCC course of in-person/hybrid is required for graduating semester.
3. Check I-20 end date.
   If I-20 end date does not match, submit I-20 with RCL form after visiting your Academic Advisor/Counselor.

I certify that this student intends to complete their studies in:

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

Signature: _____ **Date:**_____

Print Name: _____ **Tel:**_____

HIC Office use only:

Shorten the I-20 End Date: ☐ SEVIS Shorten End Date Initials: _____ Date: _____ **Processed by DSO:** ☐

SEVIS/ISSM Registration Initials: _____ Date: _____

ISSM Scan: _____