



REDUCED COURSE LOAD (RCL) DUE TO COMPLETION OF STUDY

Please submit this form to the OIP front desk by the last day of "Adding Classes with Permission Numbers" posted on the Registrar's website.

STUDENT INFORMATION							
Last Name:				First Name:			
SF State ID:				SEVIS ID:			
Phone:				SF State E-mail:			@mail.sfsu.edu
Major:				2 nd Major:			
Level of Study:	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's	<input type="checkbox"/> Certificate	Minor:			
Semester of requested RCL:	<input type="checkbox"/> Spring	<input type="checkbox"/> Fall	Year	I-20 Program End date:	Month	Day	Year
I understand that: <ul style="list-style-type: none"> I must register in the courses(s) indicated below at SF State before submitting this request to OIP I must register all the remaining classes at SF State (no concurrent enrollment) 							
Student's Signature:				Date:			
ACADEMIC INFORMATION (PLEASE START FROM STEP 1)							
STEP 1: Major Requirements: *Undergraduate Business and HTM major students must get a signature from BUS 112. I verify the student named above needs to complete _____ units in the major at SF State to meet graduation requirements by the end of semester indicated above. Major courses student must take to fulfill graduation requirements are:				STEP 2: General Education and Other University Graduation Requirements (Undergraduate students only): I verify the student named above needs to complete _____ units at SF State to reach the minimum 120 total GE and other degree requirements by the end of the semester indicated above (inclusive of major requirements from STEP 1). Minimum 120 total degree units: <ul style="list-style-type: none"> <input type="checkbox"/> 40 Upper-Division Units. _____ Units In-Progress. <input type="checkbox"/> 30 Residence units. _____ Units In-Progress. <input type="checkbox"/> General Education units. _____ Units In-Progress. <input type="checkbox"/> Non-Major Graduation units. _____ Units In-Progress. <input type="checkbox"/> Incomplete Units. _____ Units In-Progress. <input type="checkbox"/> Major Graduation Units. _____ Units In-Progress based on STEP 1. 			
Course			Units	Notes: _____			
Course			Units				
Course			Units				
Notes:							
Major Advisor Name:				GE Advisor Name:			
Major Advisor Signature:				GE Advisor Signature:			
Phone:		Date:		Phone:		Date:	
OIP USE ONLY							
<input type="checkbox"/> Approved		<input type="checkbox"/> Incomplete		<input type="checkbox"/> Denied		By:	
						Date:	
						Notes:	