

APPROVED REDUCED SCHEDULE REQUEST FORM

Part I: Instructions

- Under extenuating circumstances and for a limited period of time, schedules of less than 16 hours per week and/or 4 hours (for standalone courses) per day must be approved prior to reducing the schedule
- Read the SAT Attendance and Schedules Policy
- Form must be filled out prior to scheduling and submitted to SAT Director of Operations (Taylorsville Redwood Campus, ATC 220), for pre-approval

Part II: Student Information

Student ID#: _____ Name: _____

Date schedule starts: _____ Date schedule ends: _____

Reason for Request (check one)

Health/illness of self or family member _____

Death in family _____

Hospitalization _____

Military service _____

Other _____ Please explain: _____

Students currently receiving Financial Aid or VA benefits are ineligible for a reduced schedule below the 20 -24 hour requirement. See the SAT Attendance and Schedules policy for more information.

I understand that failure to change my schedule back to the minimum required of 16 hours per week and/or 4 hours per day (for standalone courses) at the end of 30 days will result in a registration hold for future courses.

STUDENT SIGNATURE _____ DATE _____

Approvals:

SAT Director of Operations _____ Date _____

FOR SAT ASSISTANT REGISTRAR USE:

Approved: _____

Date: _____

End Date: _____

Schedule Changed back to Minimum Required: YES _____ NO _____