

**Reduced Course Load
Capstone Project or Thesis Verification Form**

<u>CAPSTONE PROJECT/THESIS VERIFICATION FORM</u>		
<p>This form should be completed by both student and capstone project or thesis advisor then submitted to CIE before the final add/drop date each semester/term the student is continuing their capstone project or thesis. This form is only required if the student is enrolled in less than 8 units.</p> <p>Thesis and Capstone Project Students: Students who have completed all the required course units for degree completion but have not yet completed the thesis or capstone project can be considered full time if they have been making satisfactory progress on their thesis or capstone project.</p> <p>Students- this form should be submitted along with your completed and Signed Reduced Course Load form and verification from your major advisor.</p>		
<u>STUDENT INFORMATION (To be completed by Student)</u>		
Last Name:	First Name:	
NETID:	Phone:	Horizon Email:
Current Address:		
Which semester are you requesting a Reduced Course Load (RCL)?	Semester:	Year:
Units: I will be enrolled in a total of _____ units for this semester/term		
Semester which I enrolled in my capstone or thesis course:	Semester:	Year:
Student's Major:		
Student's Signature:		Date:
<u>Capstone Project or Thesis Verification (To be completed by project advisor)</u>		
<p>I confirm and verify that the above-named student has made satisfactory progress on their thesis or capstone project during the previous semester. I confirm the student named above is expected to continue to make satisfactory progress and needs additional time to complete their capstone project or thesis by the end of _____ semester/term.</p>		
Additional Comments (if any):		
Advisor's Name:		
Advisor's Signature:		Date: