



Center for International Education
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International Student
Reduced Course Load (RCL) Authorization Form
For **ACADEMIC REASONS**

NOTICE: Authorization by the “Designated School Official” of the Center for International Education (CIE) must be obtained **prior** to a student reducing his/her course load. This document will become part of the student’s record, subject to review by the Department of Homeland Security.

A student may take a reduced course load of no less than 6 hours if **PRIOR** approval of the Academic Advisor and the Designated School Official from the CIE is received. Dropping to a reduced course load before approval will result in the student being out of status. The CIE is required to report out of status students to the Department of Homeland Security. This action may result in the student being required to leave the country.

Students who are in their final semester of course work are not required to enroll in a full course of study; they may take only those courses required to complete their degree. However, this notification document is required. Distance education or online courses may not be the only courses taken. Students who take less than a full course of study in their final semester, but fail those final courses will be in violation of status, and will need to apply for reinstatement.

Authorization for reduced course load due to academic reasons (Numbers 1 through 5 under Step One) may be granted for only **one** semester during a student’s program (per program level). For example, a student pursuing a bachelor’s degree can only be authorized one time for one semester for the entire four-year degree program.

F-1 Students: 8 CFR* 214.2(f)(6)(i)(a)-(iii)(A)

J-1 Students: 22CFR 62.23(e)(3)

*CFR = Code of Federal Regulations

Today’s Date: _____

Student ID: _____

I request a reduced course load for the following semester: _____

I request being allowed to enroll for _____ credit hours.

Student signature: _____

NOTICE: Complete Step One and Step Two below BEFORE dropping your course.

STEP ONE: ACADEMIC ADVISOR AUTHORIZATION:

I recommend this student take a reduced course load for the following reason: *(check one)*

_____ 1. Initial difficulty with the English language *(only allowed during the first academic year)*

_____ 2. Initial difficulty with the reading requirements

_____ 3. Unfamiliarity with U.S. teaching methods

_____ 4. Improper course level placement

_____ 5. The student only needs _____ credit hours to complete his/her course Requirements and/or thesis. I certify that if these hours are completed successfully, the student will complete his/her degree.

By signing my name below, I affirm that this recommendation for a reduced course load is due to one of the indicated academic reasons listed above. Moreover, the student is **making normal progress** toward completing the educational objectives of his/her program and this recommendation has not been granted for other reasons. **It is considered fraud to recommend a reduced course load due to other circumstances not listed above.**

Print name: _____ Signature: _____
(Academic Advisor)

Date: _____ Phone: _____ Email: _____

STEP TWO: Designated School Official Authorization:

Print name: _____ Signature: _____

Date: _____ Phone: _____ E-mail: _____