

Center for International Education

Salisbury University

1101 Camden Avenue

Salisbury, MD 21801

410-677-5495

1-888-543-0148

TTY 410-543-6083

Fax 410-677-6563

[www.salisbury.edu/intled/](http://www.salisbury.edu/intled/)

email sucie@salisbury.edu

# REQUEST FOR REDUCED COURSELOAD AUTHORIZATION (RCL) FORM

# The purpose of this form is to obtain information required to establish student’s eligibility for reduced enrollment. This form must be completed by the student’s Academic Advisor or medical professional.

# Note: this form must be returned to the International Student Advisor before the student reduces his or her course load. Please attach appropriate documentation.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ACADEMIC ADVISOR’S/PHYSICIAN’S RECOMMENDATION FOR RCL

1. Has this student been continuously enrolled in a full course of study?

* Yes
* No

2. Reasons for RCL

* Illness or Medical Condition
* Initial Difficulty with English Language
* Initial Difficulty with Reading Requirements
* Unfamiliarity with American Teaching Methods
* Improper Course Level Placement
* To Complete Course of Study in Current Term

Note: Academic probation/suspension/dismissal are not valid reasons for this authorization.

Name and Title (please print or type):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to:

Agata Liszkowska

International Student Advisor

Salisbury University

Salisbury, MD 21801