



Supplemental Form for Academic RCL Requests

This form is required for students requesting an academic reduced course load.

- Student completes section 1. Please be thorough in your explanation, using additional pages if necessary.
- Academic reasons I, II, and III require signatures from the instructor of the course the student is dropping, and the student's program advisor (undergrads) or program manager (graduate students).
- Academic reason IV require signatures from the student's program advisor (undergrads) or program manager (graduate students).

Section 1: To be completed by student

Name: _____ CCA Email: _____ CCA ID: _____

RCL Semester: _____ First semester enrolled at CCA: _____

Class from which you are requesting to withdraw: _____

Reason for reduced course load request:

- Academic Reason I: Initial difficulty with the English language (see section 2).
- Academic Reason II: Initial difficulty with reading requirements (see section 2).
- Academic Reason III: Unfamiliar with American teaching methods (see section 2).
- Academic Reason IV: Improper course level placement (see section 3).

Please explain why you are unable to remain enrolled full-time due to the academic reason chosen above (attach additional pages if necessary):

Section 2: Academic Reasons I, II, III

Question I to be completed by the instructor whose class the student is requesting to drop (as listed in section 1 above).

Question II to be signed by program advisor (undergrads) or program manager (graduate students).

I. The student named above is having difficulties in my class that, in my opinion, are due to the following:

- Initial difficulty with the English language
- Difficulty with the reading requirements
- Unfamiliarity with American teaching methods

Please attach documentation to explain your choice above. Documentation is required.

Instructor Name: _____ Signature: _____

Date: ____/____/____

II. Program Advisor or Program Manager Signature

Please sign below to confirm you have discussed the academic implications of a reduced course load with this student.

Advisor Name: _____ Signature: _____ Date: ____/____/____

Section 3: Academic Reason IV

To be completed by the student's program advisor (undergrads) or program manager (graduate students). Please discuss the academic implications of a reduced course load with the student prior to signing this form.

Class the student was improperly placed in: _____

Please explain why this student is considered to be in an improper course level in the class listed above:



California College
of the Arts

International Student Affairs and Programs
isap@cca.edu

Advisor Name: _____ Signature: _____ Date: ____/____/____