

## CERTIFICATION FOR REDUCED CREDIT LOAD

Detailed information on the Reduced Credit Load process is available on the Rutgers Global - International Student and Scholar Services website at <https://global.rutgers.edu/academic-status-and-changes/full-course-studyreduced-credit-load>

### GENERAL INFORMATION - To be completed by the student

Student Name: \_\_\_\_\_ RU ID# \_\_\_\_\_  
(family/surname) (given)  
 Student e-mail address: \_\_\_\_\_ Student phone number: \_\_\_\_\_  
 Undergraduate student     Graduate student (if graduate, check one:  master's  doctoral)  
 Student major: \_\_\_\_\_ School/department: \_\_\_\_\_

### Select Reason for Reduced Credit/Course Load Request

- |   |  |
|---|--|
| <input type="checkbox"/> Completion of Course of Study – final semester before graduating                     | <input type="checkbox"/> Improper course level placement   |
| <input type="checkbox"/> Academic Difficulties (check one of the options below – first semester in U.S. only) | <input type="checkbox"/> Medical Reasons   |
| <input type="checkbox"/> Initial difficulty with the English language   | <input type="checkbox"/> Graduate Student who has completed all coursework and is registered for thesis/dissertation credits |
| <input type="checkbox"/> Initial difficulty with reading requirements   | <input type="checkbox"/> Waiting for required course offered in the following semester to complete all course work           |
| <input type="checkbox"/> Unfamiliarity with U.S. teaching methods   |  |

### STUDENT ACADEMIC PROGRESS – TO BE COMPLETED BY DEAN / GRADUATE PROGRAM DIRECTOR

Is this student considered to be making **normal progress** towards their degree (eligible to register in next semester)?  
 Yes     No (please explain) \_\_\_\_\_

Based on normal academic progress in this student's program, please provide information on when this student reached or is expected to reach the following stages of his/her academic program as noted:

Completion of: **all course work** for the degree: \_\_\_\_\_ / \_\_\_\_\_  
Semester year  
 Completion of: **all degree requirements**: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

Receipt of **diploma** dated: \_\_\_\_\_

**SEMESTER TO WHICH FORM APPLIES**

Fall     Spring     Summer

Year: \_\_\_\_\_ (only 1 semester per form)

# of credits: student will take in semester noted above: \_\_\_\_ & will **remain** for degree completion **after** the semester in question: \_\_\_\_

Please confirm if you approve of the reason selected by the student at the top of this form:  Yes     No

If yes, provide an explanation. This may be based on departmental school policies and/or your determination that the student is meeting the university definition for a full course of study requirement even though they are not registered for a full-course of study.

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

If no, please return the form to the student and direct them to contact Rutgers Global - ISSS. Provide an explanation (optional):

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

### SIGNED CERTIFICATION & CONTACT INFORMATION OF DEAN/ GRADUATE PROGRAM DIRECTOR

I understand that the Rutgers Global – International Student and Scholar Services is required by law to provide the information on this form to the U.S. Department of Homeland Security via its "SEVIS" system. I have reviewed all of the information noted on this form and I certify that all information provided on this form is accurate to the best of my knowledge and judgment.

**Dean/ Graduate Program Director**

Printed name \_\_\_\_\_ Signature \_\_\_\_\_

Undergraduate School or Graduate Program: \_\_\_\_\_

Phone Extension \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_