

## REQUEST FOR A REDUCED CREDIT/COURSELOAD

### I. STUDENT INFORMATION *(To be completed by student.)*

Students must submit this form to the OIS **prior to dropping below full time**. Failure to do so violates federal regulations and jeopardizes the student's legal status. OIS will contact you within one week of submission only if there is a problem.

Name: \_\_\_\_\_ RUID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Major/Area of Study: \_\_\_\_\_ Degree Level: ☐ Bachelor's ☐ Master's ☐ Doctoral

#### ALL STUDENTS, PLEASE NOTE:

- ❖ Prior to requesting dean/graduate program director certification of this form, please review conditions and restrictions for a reduced course load at [international.camden.rutgers.edu](http://international.camden.rutgers.edu).
- ❖ Students with only one course remaining in their final semester cannot take an online course as their final course.
- ❖ Students receiving a scholarship must self-identify to the Financial Aid Office as less than full time. Students must be at least half time to receive their scholarship. Half time is considered 4.5-6 credits for graduate students and 6 credits for undergraduate students.

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

### II. NOTE TO ACADEMIC OFFICIAL (Academic Advisor/Dean, Graduate Program Director)

The above named student is requesting permission to drop below a full course of study. A request for Reduced Course Load (RCL) is authorized directly by the Designated School Official (DSO) at Rutgers University. The DSO is required by law to provide the information on this form to the U.S. Department of Homeland Security via its "SEVIS" system and is noted on page 2 of the student's Form I-20.

Please review the information noted on this entire form and certify that all information provided is accurate to the best of your knowledge and judgment. RCL request must be due to at least one of the following reasons listed below. In the next section, you must one of these reasons.

#### REASONS FOR A REDUCED COURSE LOAD REQUEST

- ACADEMIC DIFFICULTY
- MEDICAL CONDITION
- FINAL SEMESTER BEFORE GRADUATION
- STUDENT IS OTHERWISE MEETING UNIVERSITY DEFINITION OF FULL TIME ENROLLMENT

### III. **ACADEMIC INFORMATION (To be completed by academic official.)**

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:

- ☐ Completion of all coursework for the degree: \_\_\_\_\_  
(MM/DD/YYYY)
- ☐ Completion of all degree requirements (including thesis/dissertation where applicable): \_\_\_\_\_  
(MM/DD/YYYY)
- ☐ Receipt of diploma: \_\_\_\_\_  
(MM/YYYY)

Please indicate reason for reduced course load request.

#### **Academic Difficulty**

- ☐ Initial difficulty with the English language
- ☐ Initial difficulty with reading requirements
- ☐ Unfamiliarity with U.S. teaching methods
- ☐ Improper course level placement

#### **Medical Condition**

- ☐ Serious illness or medical condition not to exceed a maximum of 12 months; must be certified by a physician (MD), doctor of osteopathy (DO) or licensed clinical psychologist.

*\* Student may not be employed on or off-campus during period of medical RCL.*

#### **Final Semester before Graduation**

- ☐ Permitted for students in their *final term only* who do not require a full-time credit load to complete their degree.

#### **Student is otherwise Meeting University Definition of Full Time Enrollment**

- ☐ Student waiting for a REQUIRED course only offered the following semester in order to finish all course work. Undergraduates MUST complete degree program at the end of the following semester.
- ☐ Pre-qualifying doctoral student who has completed all course work and is studying for qualifying exams. Students should register for "matriculation continued" (permitted for a maximum of 2 semesters, NO EXCEPTIONS).
- ☐ Post-qualifying doctoral students who have completed all required course work and are engaged in dissertation research and writing. Students must register for at least 1 credit.
- ☐ Master's/doctoral students who have less than 9 credits of coursework remaining and are completing projects or are studying for comprehensive exams. Students must register for their remaining balance of coursework credits (permitted for a maximum of 1 semester).
- ☐ Master's students who have completed all coursework and are completing non-coursework degree requirements such as research or are studying for comprehensive exams (permitted for a maximum of 2 semesters, NO EXCEPTIONS.) Students must register at least "matriculation continued."
- ☐ Master's students who have completed all course work and are now engaged in thesis research (permitted for a maximum of 3 semesters, barring exceptional circumstances.) Students must register for at least 1 credit.

**IV. SIGNED CERTIFICATION & CONTACT INFORMATION FROM ACADEMIC OFFICIAL**

I have reviewed the information noted on this entire form and I certify that all information provided is accurate to the best of my knowledge and judgment.

Name/Title: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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