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

☐ Completion of Course of Study – final semester before graduating
☐ Academic Difficulties (check one of the options below – first semester in U.S. only)
☐ Initial difficulty with the English language
☐ Initial difficulty with reading requirements
☐ Unfamiliarity with U.S. teaching methods

☐ Improper course level placement
☐ Medical Reasons
☐ Graduate Student who has completed all coursework and is registered for thesis/dissertation credits
☐ Waiting for required course offered in the following semester to complete all course work

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: ___________________________

Completion of: all degree requirements: ___________________________

Semester: ___________________________ Year: ___________________________
(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):

________________________________________________________________________

SIGNIFICANT 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 ___________________________