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-study-reduced-credit-load](https://global.rutgers.edu/academic-status-and-changes/full-course-study-reduced-credit-load)

GENERAL INFORMATION - To be completed by the student

| Student Name: ________________________________ | RU ID# ________________________________ |
| Student e-mail address: ________________________________ | Student phone number: ________________________________ |
| 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: ________________________________

<table>
<thead>
<tr>
<th>Semester TO WHICH FORM APPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Fall  □ Spring  □ Summer</td>
</tr>
<tr>
<td>Year: ________________________________ (only 1 semester per form)</td>
</tr>
</tbody>
</table>

Receipt of diploma dated: ________________________________

# 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: ________________________________