



Office of International Students
 Campus Center, Room 324
 Rutgers, The State University of New Jersey
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856-225-2521
 Fax:856-225-6579

Reduced Course Load Request Form

To be completed by the student

Last Name	First Name	RU ID#
N	SEVIS ID#	Email
Requested Semester/Year	Program/Major	
Degree Level	Today's Date	

To be completed by Academic Dean or Graduate Program Director:

Your certification is required to confirm the above student's eligibility to register for or drop below full-time and to document compliance with SEVIS, the Department of Homeland Security's data tracking program.

Anticipated completion of coursework: (semester/year) _____

Anticipated completion of degree requirements: (month/day/year) _____

Reason for Reduced Course Load

- Difficulty with the English language or reading requirements (first term only)
- Unfamiliarity with American teaching methods (first term only)
- Improper course level placement (letter from Academic Dean or Graduate Director required)
- Final semester before graduating and only need less than a full time course load to complete degree
- Graduate students who have completed their formal coursework and are preparing for comprehensive examinations or are engaged in thesis or dissertation (must register for Matriculation Continued).
- Student waiting for a required course offered only the following semester in order to finish all coursework. Student must complete all coursework (for graduate students) or complete the degree program (for undergraduate students) at the end of the following semester.
- Illness or medical condition for a period of time not to exceed 12 months (authorization for a licensed MD, DO, or clinical psychologist required) *Student must submit a new form every semester needed. Student may not be employed on or off campus during medically necessitated reduced credits.*

Name of Academic Dean or Graduate Director	Signature
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Campus Extension	Email	Date
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