CERTIFICATION FOR REDUCED CREDIT LOAD - RBHS

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: ___________________________ A# ___________________________
(family/surname) (given)

Student e-mail address: ___________________________ Student phone number: ___________________________

Student major: ___________________________ Degree Level: ___________________________
School/department: ___________________________

STUDENT ACADEMIC PROGRESS – TO BE COMPLETED BY RBHS ADVISOR AND REGISTRAR

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 or reading requirements
☐ Unfamiliarity with U.S. teaching methods
☐ Improper Course Level Placement
☐ Medical Reasons (must have letter from Physician)
☐ Pursuing teaching or research assistantship and considered to be full time equivalent

☐ Graduate students with less than 9 credits of coursework remaining and are completing projects or studying for comprehensive exams. Must register for all remaining coursework (permitted for maximum 1 semester)
☐ Graduate Student who has completed all coursework and is working full time on thesis/dissertation, practicum/fieldwork
☐ Waiting for required course offered in the following semester to complete all course work (permitted one semester per degree level)
☐ Completed coursework & preparing for comprehensive exams

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: __________/________/________

Receipt of diploma dated: __________/________/________

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

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.

☐ Fall ☐ Spring

YEARS TO WHICH FORM APPLIES

☐ Fall ☐ Spring

Year: __________ (only 1 semester per form)

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Advisor Name: ___________________________ Signature: ___________________________
Phone: ___________________________ Date: ___________________________

Registrar Name: ___________________________ Signature: ___________________________
Phone: ___________________________ Date: ___________________________

Last Updated August 2018