

## REDUCED CREDIT/COURSE LOAD FORM FOR MASON GROSS SCHOOL OF THE ARTS

STUDENTS MUST SUBMIT THIS FORM TO THE CENTER **PRIOR TO** DROPPING BELOW FULL TIME.  
FAILURE TO DO SO VIOLATES FEDERAL REGULATIONS AND JEOPARDIZES THE STUDENT'S LEGAL STATUS.  
WE WILL CONTACT YOU WITHIN 1 WEEK OF SUBMISSION OF THIS FORM ONLY IF THERE IS A PROBLEM.

To: Graduate Program Directors  
From: Urmi Otiv, Director for the Center for Global Services  
Re: Enrollment Status of an International Student

Your certification is required to confirm an international 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.

### I. GENERAL INFORMATION

**To be completed by the student**

Student's Name: \_\_\_\_\_  
(last) (first)  
RU ID# \_\_\_\_\_ Student's e-mail address: \_\_\_\_\_  
Student's phone number(s): \_\_\_\_\_  
 undergraduate student     graduate student (if graduate, check one:  master's  doctoral)  
Student's major: \_\_\_\_\_ Student's school/department: \_\_\_\_\_

#### ALL STUDENTS, PLEASE NOTE:

- Students taking a reduced course load for medical or 1st-semester academic difficulty reasons may not engage in employment during the applicable semester(s).
- Students experiencing language difficulties may be required to enroll in English language class.
- Students taking a reduced credit load may lose eligibility for on-campus housing. Check with the appropriate housing office to determine your eligibility to remain in housing.
- Prior to requesting dean/graduate program director certification of this form, please review conditions and restrictions for each exception category to ensure your eligibility for an exception.

### II. STUDENT'S ACADEMIC PROGRESS

**To be completed by dean or graduate director**

Deans and Graduate Directors are not required to complete PART A for students beginning a new program.

**Regulations stipulate that all F-1 and J-1 students make "normal progress" towards their degree at all times.**

- A. Is this student considered to be making **normal progress** towards his/her degree (progressing at the rate expected of *all* students in the student's program) that s/he is eligible to register in the next semester?  
 Yes  
 No (please explain) \_\_\_\_\_

B. 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: (semester/year) \_\_\_\_\_
- Completion of all degree requirements: (month/day/year) \_\_\_\_\_
- Receipt of diploma dated: (month/year) \_\_\_\_\_

### III. SEMESTER TO WHICH THIS FORM APPLIES

**To be completed by dean or graduate director**

Fall or  Spring    Year: \_\_\_\_\_ (only ONE semester per form)

# of credits student will take in the semester noted above: \_\_\_\_\_

# of credits that will remain for degree completion **after** the semester in question: \_\_\_\_\_

**IV. REASON FOR REDUCED CREDIT OR COURSE LOAD  
PLEASE CHECK ONE, AND ONLY ONE, BOX ON THIS PAGE**

**To be completed by  
graduate director**

**ACADEMIC DIFFICULTY** Regulatory conditions and restrictions for this exception:

- permitted only **one** of these following reasons can be used per degree program level;
  - must register for at least 6 credits for undergraduate students or 4.5 credits for graduate students;
  - may not be employed on or off-campus during semesters authorized for academic difficulty reasons;
- initial difficulty with the English language (first semester in U.S. only).  
 initial difficulty with reading requirements (first semester in U.S. only).  
 unfamiliarity with U.S. teaching methods (first semester in U.S. only).  
 improper course level placement.

**STUDENT IS MEETING RUTGERS UNIVERSITY DEFINITION OF FULL COURSE OF STUDY.**

- master's, doctoral, or (doctoral level) artist diploma students who have less than 9 credits of coursework remaining. Students must register for their remaining balance of the required coursework credits. Students **MUST** complete all coursework credits by the end of this semester.
- master's, doctoral, or (doctoral level) artist diploma students who will be out of the country for academic purposes. Students may register for "matriculation continued" (permitted for a maximum of 2 semesters per degree level.) Must also submit *Temporary Absence Form*.
- doctoral students who have completed all required coursework and the solo & chamber recitals, and are still engaged in completing the lecture-recital requirement **MUST** register for at least 1 credit.
- doctoral students who have completed all required coursework, and the solo & chamber recitals, the lecture-recital requirement, and are now studying for the written/oral exams may register for "matriculation continued" (permitted for a maximum of 2 semesters per degree level). After two semesters of matriculation continued, students **MUST** register for at least 1 credit per semester.
- master's students who have completed all coursework, and are now completing projects or studying for comprehensive exams may register for "matriculation continued" (permitted for a maximum of 2 semesters per degree level).
- master's students who have completed all coursework and are now engaged in thesis research must register for at least 1 credit (permitted for a maximum of 3 semesters).
- student waiting for a **REQUIRED** course offered only the following semester in order to finish all course work. Student **MUST** complete all course work (for graduate students) or complete the degree program (for undergraduate students) at the end of the following semester. If the student fails to comply with these provisions s/he will be out of status and will have to apply to the DHS for reinstatement (permitted only **one** semester per degree level).
- MEDICAL CONDITION.** Regulatory conditions and restrictions for this exception:
- permitted for maximum of 12 months while student is pursuing any one degree program level;
  - must be certified in writing by a physician (M.D.), doctor of osteopathy (D.O.) or licensed clinical psychologist;
  - must submit a new form **every** semester needed;
  - may not be employed on or off-campus during semesters authorized for medically-necessitated reduced credits.
- FINAL SEMESTER BEFORE GRADUATING.** Regulatory conditions and restrictions for this exception:
- permitted for students in their **final term only** who do not require a full-time credit load to complete their degree;

**V. SIGNED CERTIFICATION & CONTACT INFORMATION OF THE GRADUATE PROGRAM DIRECTOR**

*I understand that the Center for International 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 both sides/pages of this form and I certify that all information provided on this form is accurate to the best of my knowledge and judgment.*

Graduate Program Director \_\_\_\_\_

Signature of Graduate Program Director \_\_\_\_\_

Phone Extension \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_