

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

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

ACADEMIC REASON Regulatory conditions and restrictions for this exception:

- permitted only **one** semester per degree level;
 - exception must fall into one of the categories listed below, check only ONE box, as appropriate:
- 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 (permitted only one semester during student's current degree program level)
- 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.

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

Check only ONE box, as appropriate:

- pre-qualifying doctoral students who have completed all course work and are studying for qualifying exams. Students may register for "matriculation continued" (permitted for a maximum of 2 semesters, NO EXCEPTIONS).
- post-qualifying doctoral students who have completed all required course work and research credits and are still engaged in dissertation research and writing. Students must register for at least 1 credit.
- all doctoral students who have completed all of their required course work. If living on or near campus, students must register for at least 3 research credits unless fewer than 3 credits remain (in such cases, students must register for remaining research credits, and if none remain must register for at least 1 credit) ; if away from campus and in contact with their committees, students must register for at least 1 research credit (must submit **Temporary Absence Form**)
- master's students who have less than 9 credits of coursework remaining and are completing projects or are studying for comprehensive exams. Students must register for their remaining balance of coursework credits (permitted for a maximum of 1 semester).
- master's students who have completed all coursework and are completing projects or are studying for comprehensive exams (permitted for a maximum of 2 semesters, NO EXCEPTIONS.) Students must register at least "matriculation continued."
- master's students who have completed all course work and are now engaged in thesis research (permitted for a maximum of 3 semesters, barring exceptional circumstances.) Students must register for at least 1 credit.
- 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 DEAN OR GRADUATE PROGRAM DIRECTOR

I understand that the Center for Global 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.

Name of Dean or Graduate Program Director _____

Signature of Dean or Graduate Program Director _____

Undergraduate School or Graduate Program _____

Phone Extension _____ E-mail _____ Date _____