

September 27, 2016

Memorandum to: International graduate students

From: Charles Roth, Graduate Director

Re: Instructions for Reduced Credit Form

International students who are registering for fewer than 9 credits must have justification for doing so and submit the Reduced Credit Form to the Center for Global Services. To obtain my signature on this form, you must do the following:

1. Use this version of the form, which is pre-filled with my information at the end.
2. Complete all of the information in Section I
3. Do not fill in Section IIB. However, you must provide me with this information on a separate piece of paper or sticky note, and I will review it. Note that the first question asks about course work (that is just the classes) and the second question asks about all degree requirements, including thesis or dissertation as appropriate. The diploma date must be one of (January, May, October) for a particular year, and completion of all degree requirements can be set as the thesis/dissertation deadline date corresponding to the diploma date (see <http://gsnb.rutgers.edu/academics/how-apply-degrees>)
4. Likewise for Section III, do not complete it yourself, but provide me with the information on a separate piece of paper or sticky note.
5. Indicate on your note the reason for reduced credit load. The allowed reasons are listed on p. 2 and include:
 - a. Post-qualifying doctoral students who have completed all required course work and research credits and are engaged in dissertation research and writing. Students must register for one credit.
 - b. Pre-qualifying doctoral students who have completed all their course work.
 - c. Master's students who have completed all course work and are now engaged in thesis research: MS thesis students
 - d. Student waiting for a REQUIRED course. The course **must** be required (i.e. a core course) to apply here.
 - e. Final semester before graduating: ME students and non-thesis MS students, when fewer than 9 credits remain
6. Attach to your form a current hard copy of your transcript.
7. If you have questions about which is appropriate, you can ask me or the Center for Global Services.
8. You may drop the form in my box in the Chemical & Biochemical Engineering office. I will review the form, sign, and put it into the "outbox" on Lynn's desk that is for student pick-up.

REDUCED CREDIT/COURSE LOAD FORM

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: Undergraduate Deans and 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
dean or 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.

- 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 are engaged in dissertation research and writing. Students must register for at least 1 credit.
- Master's/doctoral 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 non-coursework degree requirements such as research, projects or are studying for comprehensive exams (permitted for a maximum of 2 semesters, NO EXCEPTIONS.) Students must register at least "matriculation continued." Students MUST complete balance coursework by the end of this semester.
- 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.
- 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 credit
- 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 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.

Name of Dean or Graduate Program Director Charles M. Roth, Ph.D.

Signature of Dean or Graduate Program Director _____

Undergraduate School or Graduate Program CBE

Phone Extension 5-6686 E-mail cmroth@rutgers.edu Date _____