Reduced Course Load Form

Student's Name: __________________________ Semester: __________________________

Student Email Address: ___________ Student I.D. # ___________

The above-named student holds an F-1 or J-1 nonimmigrant visa and is required by United States Citizenship and Immigration Services (USCIS) regulations to maintain full-time student status in both the fall and spring semesters.

Full-time status =
Undergraduate Students: 12 credit hours
Graduate Students: 9 credit hours

However, USCIS recognizes situations in which students may enroll for fewer credits than normally required. Since you are in the best position to assess your advisee’s academic situation, please assist us by checking the appropriate response.

1. ______ This student has a medical condition, which precludes him/her from carrying a full course load. *(A statement of a licensed health care practitioner must be attached.)*

2. ______ This student has valid academic reasons *(student’s written explanation must be attached):*
   - _____ has experienced difficulties with the English language or reading requirements.
   - _____ is unfamiliar with American teaching methods.
   - _____ has experienced improper course level placement.

3. ______ This student needs less than a full credit load to complete his/her program of study.

4. ______ This student is concurrently enrolled at __________________________ and is carrying _____ hours of credit there and _____ hours of credit at RCNJ in a degree program. *(Proof of concurrent enrollment is attached.)*

(over)
5. ______ This student is enrolled in a distance learning course that carries _______ credit hours. *(Proof of enrollment is attached.)*

6. ______ This graduate student has teaching or research responsibilities which are part of the terms of a scholarship or fellowship award. Although they are not registered for nine credits, their credit load is still considered a full-time course load.

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<tr>
<th>Expected Degree</th>
<th>Expected Graduation Date</th>
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<td>Academic Adviser/Major Professor <em>(print)</em></td>
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Extension____________________________

Updated 04/09/2009