



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)



ROUKEMA CENTER FOR INTERNATIONAL EDUCATION

505 Ramapo Valley Road, ASB 123H, Mahwah, NJ 07430-1680
Phone (201) 684-7567 Fax (201) 684-7989
www.ramapo.edu/international

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.

Expected Degree

Expected Graduation Date

Academic Adviser/Major Professor
(*print*)

Academic Adviser/Major Professor
(*signature*)

Extension _____

Updated 04/09/2009
