



International Center
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Glassboro, NJ 08028
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rowanic@rowan.edu

REDUCED COURSE LOAD FORM

THE STUDENT MUST SUBMIT THIS FORM TO THE INTERNATIONAL CENTER PRIOR TO DROPPING BELOW FULL- TIME. *FAILURE TO COMPLETE THIS FORM PRIOR TO DROPPING BELOW A FULL-TIME LOAD VIOLATES FEDERAL REGULATIONS AND JEOPARDIZES YOUR LEGAL STATUS.

PLEASE NOTE:

- Full time enrollment for Undergraduate students is 12 credits. Full time enrollment for Graduate students is 9 credits.
- A student with 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 an English language class.
- A student with a reduced course load may lose eligibility for on-campus housing. Contact The Office of Residential Learning & University Housing to determine eligibility for housing.
- USCIS does not recognize financial constraints as a valid reason for deviation from a full course of study.
- 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.
- USCIS does not accept "I don't have enough classes to take this semester."
- THE STUDENT SHOULD NOT ASSUME THAT THE REQUEST WILL BE APPROVED. STUDENT MUST REGISTER FOR A FULL COURSE OF STUDY. IF REQUEST IS APPROVED STUDENT WILL BE PERMITTED TO WITHDRAW. IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT THE PAPERWORK IS SUBMITTED TO THE INTERNATIONAL CENTER IN TIME TO AVOID ANY UNIVERSITY FEES ASSOCIATED WITH A LATE WITHDRAW.

REASON FOR REDUCED COURSE LOAD and Regulatory conditions and restrictions related to every reason:

1. ACADEMIC REASON

- Permitted only **one** semester per degree level; Can only be used for the initial academic term
- Student must maintain a minimum six-credit course load, or half the clock hours required for a full course of study
- Student must begin a full course of study at the next offered term
- RCL start and end dates must correspond to the school session start and end dates
- RCL start dates may be back dated, if necessary

2. TO COMPLETE COURSE OF STUDY IN CURRENT TERM

- Used in a student's final term if he/she can complete the program with fewer classes
- Student must be enrolled in at least one required class.
- RCL start and end dates must correspond to the school session start and end dates
- RCL start dates may be backdated, if necessary

3. MEDICAL CONDITION

- Permitted for maximum of 12 months while student is pursuing any one degree program level.
- May excuse a student from all classes.
- 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.
- Start date should be the date the International Center approved the RCL
- Student may not be employed on or off-campus during semesters of medically-necessitated reduced credits.

To Be Completed by Student

Student's Name: _____
Banner ID: _____ Student's Cell/Home Phone Number: _____
Student's e-mail address: _____
Student's Major: _____

To Be Completed by Academic Advisor or Department Chair

Your certification is required to confirm an international student's eligibility to register for or drop below full-time. This is a documentation requirement necessary for document compliance with SEVIS and the Department of Homeland Security's.

STUDENT'S ACADEMIC PROGRESS

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

- A. Is this student making normal progress towards his/her degree (progressing at the rate expected of all students in the student's program) and eligible to register in the next semester?
 Yes No (please explain) _____
- B. Based on normal academic progress in this student's program, when will this student be expected to reach the following stages of his/her academic program:
- Completion of **all course work** for the degree: (semester/year) _____
 - Completion of **all degree requirements**: (month/day/year) _____
 - Receipt of **diploma**: (month/year) _____

SEMESTER TO WHICH THIS FORM APPLIES

- C. Fall Spring Year: _____ (only ONE semester per form)
D. # of credits student will take in the semester noted above: _____
E. # of credits that will remain for degree completion **after** the semester in question: _____

REASONS FOR REDUCED CREDIT OR COURSE LOAD

1. ACADEMIC REASON

Must fall into one of the categories listed below, check 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)
- Unfamiliar with U.S. teaching methods (first semester in U.S. only)
- Improper course level placement

2. TO COMPLETE COURSE OF STUDY IN CURRENT TERM

Must fall into one of the categories listed below, check the box, as appropriate

- Final semester
- Thesis work (permitted for Masters, Ph.D., or Ed.D. students). Completion of all thesis work: (month/day/year)

3. MEDICAL CONDITION

V. SIGNED CERTIFICATION & CONTACT INFORMATION OF ACADEMIC ADVISOR OR DEPARTMENT CHAIR

I understand that the International Center 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 this form and I certify that all information provided on this form is accurate to the best of my knowledge and judgment.

Name of Advisor or Chair: _____
Signature of Advisor or Chair: _____
Phone Extension: _____ E-mail: _____ Date: _____