



# REDUCED COURSE LOAD REQUEST FORM

Any international student requesting an exception to full-time enrollment for academic reasons, must submit this form to OGI and receive approval prior to dropping any courses (12 credits for undergraduate students and 9 credits for graduate students). **A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.**

### PERSONAL INFORMATION (to be filled out by the student)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Email: \_\_\_\_\_@njit.edu

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### ACADEMIC REASONS (to be filled out by the academic adviser)

The student listed above is requesting a reduced course load. As per Code of Federal Regulations 214.2(f)(6)(iii)(A) and 214.2.(f)(6)(iii)(B) the student may qualify for enrolling less than full-time based on academic difficulties or medical reasons. Select the reason for a reduced course load:

#### ACADEMIC REASON (academic adviser signature is required; select the academic reason)

- Initial difficulty with the English language (first semester only)
- Initial difficulty with reading requirements (first semester only)
- Unfamiliarity with U.S. teaching methods (first semester only)
- Improper course level placement (anytime during the program).

**Adviser must attach a letter explaining the reasons that justify the exemption.** Please provide as much detail as possible and note that poor performance in class, failure to pass a class or failure to attempt assigned readings do **NOT** constitute a valid reason for a reduced course load. **(Students cannot be enrolled in only online classes).**

Major: \_\_\_\_\_ Program end date: \_\_\_\_\_

Semester and year of reduced course load: \_\_\_\_\_ Number of units enrolled this semester: \_\_\_\_\_

\_\_\_\_\_  
Academic Adviser Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>GLOBAL INITIATIVES ONLY</b>	
Received on _____ by _____	Banner entered on _____ by _____
Credits registered for RCL term _____ Decision _____ by _____	