



REDUCED HOURS Form

Please Print Clearly!!!!

Student Number: E00 _____

Student First Name:

Last (Family) Name:

Student Signature

FALL WIN SP/SU 200 _____
Term requesting RHF

E-Mail Address @emich.edu

Date

The above-referenced student is requesting permission to be enrolled less than full-time. The Department of Homeland Security (DHS) requires students in F-1 and J-1 (student category) visa status to maintain a full course of study (8 credit hours for graduate and 12 for undergraduates) during the fall and winter terms. However, DHS recognizes that a reduced load is sometimes justified (eventually subject to their audit). OIS requests your assistance in justifying a reduced academic course load for the above referenced student.

Please check the most appropriate response(s) as to why the student indicated above wishes to drop your course or will not be enrolled fulltime in the specified term and return this document to our office (224 Student Center). **The above-referenced student wishes to carry a reduced load due to:**

1. Academic Difficulties (Cannot drop below 50% of full-time) –

This Reason can be used only ONCE during the current degree program

- a. _____ English language
- b. _____ unfamiliarity with teaching/reading requirements
- c. _____ improper course placement (i.e. this refers to "mistakes" on the part of the school, including insufficient offering of required courses)

2. _____ Medical Reasons – Requires documentation by a medical professional on official stationary. (If you are visiting Counseling Services on Campus, please inform them at the onset that you want a letter for a reduced course load.)

3. _____ Last Term of Study - having less than the minimum required credit hours needed to complete their program of study

Printed Name
Academic Advisor/Professor/Medical Professional

Signature
Academic Advisor/Professor/Medical Professional

Date: _____ Course Number: _____

Email Address: _____@_____

This form does NOT automatically drop the class. The student must still drop the class officially with Records & Registration and does NOT necessarily entitle the student to a refund of tuition.

For Office use Only: (initial & date)	GOASEVS _____	GOASEVR _____	SEVIS _____
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