

Reduced Hours Form (RHF) for PhDs Only

Section To Be Completed by Student

1. Complete the Student Section of this form.
2. Ask your academic advisor to complete the Advisor Section below.
3. Return the completed form to the OISS front desk with your current, up-to-date Program of Study.
4. Submit the Non-Face-to-Face Request to the OISS, if you are only enrolling in a non-face-to-face course.
5. Submit a Low Enrollment Form to Records and Records, if you are selecting Reduced Hours for Low Enrollment (option #3 below).
6. OISS will email you at your my.emich account when your request is granted or if additional information is needed. Be sure to check email!

Student's First Name

Last (Family) Name

E ID #

@emich.edu
E-mail Address

Phone #

Term Reduced Hours Requested:
Fall Winter Summer 20____

Have you had any Reduced Hours (RH) approvals in the past? No or Yes (circle)

If you had previous RH approvals, what kind of Reduced Hours and when? (Example: Medical FA 2012)

Academic _____ Medical _____ Last Term _____

Do you need to submit the Non-Face-to-Face Request? No or Yes (circle; read below for details)

If you only enroll in one course, the course cannot be taken online. If your course(s) is/are non-face-to-face only (including independent study/research/thesis/degree-required practicum), you are also required to submit the "Request for Non-Face-to-Face Class-PhDs only". The form is located on the reverse side. Your RHF will not be approved until all required forms are complete and submitted to OISS.

Student's Signature

Date

Section To Be Completed by Academic Advisor:

The Department of Homeland Security (DHS) requires students in F and J visa status to maintain a full course of study (8 credit hours for graduate students) during the fall and winter terms (and summer if it is their first or last term at EMU). However, DHS recognizes that a reduced load is sometimes justified (subject to OISS final approval) for the academic reasons below. Please indicate why you recommend the student not be enrolled full-time in the specified term. Please sign the form and give it to the student for submission.

1. _____ **Academic Difficulties** (*Academic Difficulties can be used only ONCE during per degree program.*)

Registered Hours = _____ cr. hours (Minimum registered hours for grad students is 4 credits.)

a. _____ Initial difficulty with English language

c. _____ Unfamiliarity with American teaching methods

b. _____ Initial difficulty with reading requirement

d. _____ Improper course level placement (includes insufficient offering of required courses)

Explanation (required): _____

2. _____ **Last Term** (if the student will complete their academic course requirements in the specified term). Please list the student's final courses (name, number and credit hours):

A.) _____

B.) _____

Total credit hours of **Face-to-Face** classes in final term: _____ credit hours. **The student must also submit a Non-Face-to-Face Request, along with this form, if all credits are non-face-to-face. The request is located on the back on this form.**

3. _____ **Low Enrollment for Dissertation/Internship/Comprehensive Exam** (if the student has completed the academic courses and is working on their dissertation/required internship/comprehensive exam). The student also must submit a Low Enrollment form to Records and Registration. **The student must also submit a Non-Face-to-Face Request, along with this form, if all credits are non-face-to-face.**

Advisor's Name

Signature

Date