

Reduced Hours Form (RHF)- Academic Difficulties

Student Section:

- 1. Read the "Things to consider BEFORE taking an Academic Reduced Hours" on the backside of this form.
2. Complete the Student Section of this form.
3. Ask your academic advisor or professor to complete the Advisor/Professor Section below.
4. Return the completed form to the OISS front desk.
5. OISS will email you at your my.emich account if your request is granted or if additional information is needed.

Student's First Name Student's Last Name Student EID

@emich.edu Reduced Hours Term Requested: Fall Winter Summer 20

Student Email Address

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

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

- Academic Medical Last Term

Statement of Understanding. I understand that:

- I am only allowed to take one online class per term, and I am not allowed to take just online classes
I am only allowed to have one term of reduced hours due to academic difficulty per academic level
I need approval for a reduced hours before dropping my class(es)

This form does not automatically drop my class(es). I must still drop the class(es) with Records and Registration and that I may not be entitled to any refund of tuition and fees.

Student Signature Date

Academic Advisor Section:

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 graduates/12 for undergraduates) 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 final approval by OISS) for the academic reasons below. Please check the reason why you recommend the student not be enrolled full-time in the specified term and give further explanation. Please sign the form and give it to the student for submission. Students are only allowed to drop below for academic difficulties ONCE per degree level. Students are required to still maintain 50% of their minimum course load requirements.

Registered Hours = cr. hours

- Initial difficulty with English language
Initial difficulty with reading requirement
Unfamiliarity with American teaching methods
Improper course level placement (including student does not have proper prerequisites/previous coursework and they are not eligible to enroll in other courses- not applicable for students who not able to register due to full classes or late registration.)

*Advisors- These reasons are used for new students only. If selected for students that have been in the U.S. for more than 1 year, the OISS will consider the request on a case-by-case basis.

Explanation (required):

Blank lines for explanation

For undergraduates only: EMU students are required to complete at least 67% of their attempted credit hours to maintain good academic standing. Will this class withdrawal impact the student's academic standing? Yes (if yes, explain below) No

Blank lines for explanation

Academic Advisor/Professor Name Signature Date