

Reduced Hours Form (RHF) for Last Term

Section To Be Completed by Student:

1. Complete the Student Section of this form.
2. Ask your **academic advisor or professor** to complete the Advisor/Professor Section below.
3. Return the completed form to the OISS front desk.
4. Submit the Non-Face-to-Face Request to the OISS, if you are **only enrolled in a non-face-to-face course** in the given term.
5. OISS will email you at your emich account when your request is granted or if additional information is needed. Check email!

Student's First Name

Last (family) Name

E ID #

@emich.edu
E-mail Address

Phone #

Term Reduced Hours Requested:
Fall Winter Summer 201__

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

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

- Academic _____ Medical _____ Last Term _____

If you only need one course to finish your program of study, the **course cannot be taken online**. If your last course(s) is/are non-face-to-face only (including independent study/research/thesis/degree-required practicum), you are also **required** to submit the OISS "Request for Non-Face-to-Face Class in Final Term" form. Your RHF will not be approved until all forms are complete and submitted to OISS.

Do you need to submit the Non-Face-to-Face Request? (circle one) Yes or No

Statement of Understanding (must be completed)

I understand that I have 60 days after my program end date (the end date of my I-20) to do the following (**circle one**):

1. Apply for Optional Practical Training (OPT)
2. Begin a new degree program at EMU
3. Transfer to another U.S. institution
4. Change to another immigration status
5. Leave the country

I understand that 60 days ends after my program end date on my I-20 that my SEVIS record will be complete.

Student's Signature

Date

Section To Be Completed by Academic Advisor or Professor:

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 review the student's program of study and confirm that he/she is in their final term by completing the section below. Please sign the form and give it to the student for submission.

I confirm that the student will complete their degree program this term. The student does not have any credits to enroll in after this term. The student is enrolled in the following courses (course name and number of credits):

- A. _____ Credits: _____ B. _____ Credits: _____
C. _____ Credits: _____ D. _____ Credits: _____

Total credit hours of **Face-to-Face** classes in final term credit hours. **The student must also submit a Non-Face-to-Face Request if all credits are non-face-to-face.**

Advisor or Professor's Name

Signature

Date