



University of Michigan School of Public Health

Office of Academic Affairs: Registrar's Office

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734-764-5425, Fax: 734-763-5455, Email: sph.registrar@umich.edu, www.sph.umich.edu/

REQUEST FOR REDUCTION IN DEGREE PROGRAM CREDIT HOURS

Student Name: _____	Department Name: _____
Student ID: _____	Program Name: _____
Email Address: _____	

Number of credit hours requested to be reduced: _____	
Non-enrolled field placement from _____ to _____	
Field placement location: _____	Field placement supervisor: _____
Number of hours worked per week: _____	
Total number of hours worked: _____	

Total number of credit hours originally required for degree: _____ * (as stated in the offer of admission letter or other official communication)
Verified by Student Services Representative _____ (initials)

Student Signature Date

Department / Faculty Advisor Signature & Name Printed Date

Department Chair or Designee Signature & Name Printed Date

Approved by the Office of Academic Affairs, SPH Date

CREDIT REDUCTION FIELD PLACEMENT

Minimum hours for field placement: 3 credits

Maximum hours for field placement: 6 credits

TO OBTAIN 1 CREDIT HOUR = 106 hours in field

Examples:

3 credit hour reduction (318 hours)

4 credit hour reduction (424 hours)

5 credit hour reduction (530 hours)

6 credit hour reduction (636 hours)

TO CALCULATE CREDIT REDUCTION:

Total credit hours required for program (As stated in the offer of admission letter or other official communication) minus hours of field placement.

Time Log Sheet

Use this sheet to log the hours worked per week. This form must be submitted to your Department Student Services Representative.

	Start/End dates of week	Hours Worked
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		
Week 14		
Week 15		
Week 16		
Week 17		
Week 18		
Week 19		
Week 20		
Week 21		
Week 22		
Week 23		
Week 24		
Week 25		

Student Signature

Date