

# WORK

## Employment Verification for a Reduced Course Load

_____ Student Name (please print)	_____ Student ID Number
_____ Email Address	_____ Phone Number
_____ Units you are in	_____ Units you propose to take
_____ Employer	
_____ Employer Address	
_____ Job Description	
_____ Hours of work per week	Paid employment?    Yes    No
_____ Employment begins on	_____ Employment ends on
_____ Supervisor's Name (print)	_____ Supervisor's Signature

*I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT & MAY BE VERIFIED BY THE COLLEGE.*

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

- A signed employment verification form is required each semester for a reduced course load.
- DEADLINE: The last day to submit this form is the add/drop deadline during the 4th week of the semester.
- You will be able to reduce your course load based on the employment according to the guide below:

Hours of paid employment	Minimum Units Required
15-19	10
20-29	8
30 hours or more	6

\_\_\_\_\_  
**Approved by**

\_\_\_\_\_  
**Date**