





LINDENWOOD

UNIVERSITY

OFFICE OF ADMISSIONS AND SERVICES  
FOR INTERNATIONAL STUDENTS

Office of Admissions and Services for International Students

Spellmann Center, 3<sup>rd</sup> floor, Room #3015

[InternationalServices@lindenwood.edu](mailto:InternationalServices@lindenwood.edu)

636-949-4982

Section III – To Be Completed By OASIS

Office Use Only:

Currently Enrolled: Yes \_\_\_\_\_ No \_\_\_\_\_

Current Term: \_\_\_\_\_

Request approved \_\_\_\_\_ or denied \_\_\_\_\_

If denied, why \_\_\_\_\_

Date completed: \_\_\_\_\_

Signature: \_\_\_\_\_

## Reduced Course Load Information

Federal regulations (law) require all students in F-1 visa status to enroll in and complete a full-time load of courses each fall and spring semester. Undergraduate students are required to complete 12 credits each semester; graduate semester students are required to complete 9, graduate MBA (5-Term) students are required to take a minimum of 6 credit hours.

Under certain circumstances, students may apply for authorization to complete a reduced course load. These circumstances include medical reasons, improper course level placement, difficulties with the English language (in the first semester only), and difficulties with American teaching methods (in the first semester only). Additionally, students are able to enroll in a reduced course load during their last term before graduating.

In order to be eligible to register for a reduced course load, you must have the attached form filled out by your academic advisor. Once this form is complete, return it to the Office of International Student and Scholar Services where it will be reviewed. You will be informed of the decision by email.

Dropping a course without approval from the Office of International Student and Scholar Services will put you in violation of your immigration status. You cannot drop a course until you have written approval from our office.

**To repeat: you cannot drop a class until you have received written approval from our office to do so.**

If you or your academic advisor has any questions, please contact our office.