

Director of Graduate Program's Signature

Office of Admissions and Services for International Students

Spellmann Center, 3rd floor, Room #3015 InternationalServices@lindenwood.edu 636-949-4982

Important Information:

Please read the information on Reduced Course Loads (RCLs) on the last page of this form prior to filling it out and submitting. You will need to request an appointment with your Academic Advisor before completing this form.

There are three sections to this form. The first section is to be filled out by the student, the second section is to be filled out by the advisor requesting the reduced course load and the reason for the request, the third and final section is for OASIS to complete and post the decision for the request.

For final semester RCLs, please submit the form to OASIS before the first day of classes of the requested semester. If the RCL is for anything other than final term, please be ready to submit additional documentation along with this request form. RCL approval can take up to 5-7 business days for a decision to be made. You will be notified by email of the decision and given details on how to proceed at that time.

	First Name:
Student ID:	Date:
Email:	Degree Program/Major:
Degree level ESL Undergraduate	Master Doctorate
Ferm that you are requesting RCL:	Number of credits*
must be enrolled in a minimum of 3 credit hours in order to	qualify for RCL, unless RCL request is for medical reasons.
	the Reduced Course Load (RCL) request?
	the Reduced Course Load (RCL) request?
	cumentation from a licensed medical doctor, doctor of osteopathy, or licensed s.dhs.gov/sevis-help-hub/student-records/manage-program-dates-registration-an
course-load/reduced-course-load	
	or first semester only and not taking ESL courses)
 Initial difficulty with English reading requirem 	nents (Valid for first semester only and not taking ESL courses)
☐ Improper course level placement (Please atta	ach a letter of explanation from Academic Advisor)
☐ Unfamiliarity with U.S. teaching methods (Ple	ease attach letter of explanation from Academic Advisor)
☐ FINAL semester of study (This form must be s	signed by your Academic Advisor verifying you are in your final term).
☐ I certify that I understand the requirements,	procedures and ramifications stated in this form.
	Date
Sianature	
Signature	
-	emic Advisor/Director of Graduate Program
To be completed by Acade	emic Advisor/Director of Graduate Program
-	emic Advisor/Director of Graduate Program
To be completed by Acade	emic Advisor/Director of Graduate Program
To be completed by Acade Name of Academic Advisor: Email:	emic Advisor/Director of Graduate Program Phone:
To be completed by Acade Name of Academic Advisor: Email:	emic Advisor/Director of Graduate Program Phone:
To be completed by Acade Name of Academic Advisor: Email: Department: Academic Advisor's Signature	emic Advisor/Director of Graduate Program Phone: Office Location:
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To be completed by Acade Name of Academic Advisor: Email: Department: Academic Advisor's Signature For Graduate students only:	emic Advisor/Director of Graduate Program Phone: Office Location: Date





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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:	

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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.