Reduced Course Load Authorization

You MUST have approval from both your Academic Advisor AND the Institute for International Studies before dropping classes. If you are below full-time WITHOUT permission – the Institute for International Studies (IIS) is to comply with immigration regulations and terminate your SEVIS record and you will be out of status.

Final Semester Deadline: End of Drop/Add Period
Academic Difficulty Deadline: Semester Withdrawal Deadline

Date: _____ Student ID #: ___ ___ ___ ___ ___ ___

Name: _____ LHU E-Mail: _____

Visa Type (circle one): F1 J1

Semester for which you are requesting part-time (Please Insert Year): Fall _____ Spring _____

Reason for part-time request (Please Select One):

_____ Final semester of study – (undergraduates must enroll in at least 6 credits; graduates 3 credits)

_____ Experiencing academic difficulties (Please Select Reason Why):

- _____ difficulty with English language
- _____ difficulty with reading requirements
- _____ unfamiliarity with English teaching methods
- _____ improper course placement

I recommend that this student permitted to reduce course their course load based upon the reason noted above within their academic program:

Academic Advisor's Signature: _____

Name and Title (Please Print): _____

Department (Please Print): _____

Phone: _____ E-Mail: _____ Date: _____

_____ Medical condition - (A doctor, physician, or psychiatrist must provide documentation of illness and amount of time needed to recover)

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Approved Denied _____ _____
Signature Date

Student Notified: _____

Comments: