



F-1/J-1 Less Than Full Time (LTFT) Form

Family/Last Name:	Given/First Name:
Student ID Number:	Drexel Email:

Please indicate the **Quarter** **Semester** you are requesting to enroll in less than full-time credits:

Fall Winter Spring Summer of Year _____ Credit Hours _____

Academic Advisor Section: Please indicate the reason the student is requesting a LTFT course load:

1. Academic Difficulties - support letter from academic advisor required

A reduced course load can be approved due to academic difficulty **only once** per degree level. Use of academic difficulty as the reason for LTFT does not affect eligibility for other kinds of LTFT requests. LTFT Requests for academic difficulties must be supported by an official letter from the student's academic advisor confirming which of the following reasons apply to the student's situation:

- Initial difficulty with English language or reading requirements - Limited to first academic year only; minimum enrollment = 6 credits (undergraduates) or 4.5 credits (graduates).
- Initial unfamiliarity with American teaching methods - Limited to first academic year only; minimum enrollment = 6 credits (undergraduates) or 4.5 credits (graduates).
- Improper course level placement - Minimum enrollment = 6 credits (undergraduates) or 4.5 credits (graduates).

2. Medical Reason(s) – support letter from medical professional required

Student has a medical condition preventing them from enrolling in full-time courses. To prove medical reason(s), student must submit a letter regarding the medical condition from a licensed medical doctor, doctor of osteopathy or a licensed clinical psychologist stating that in their medical opinion, the student is not able to attend classes during a specific term or not able to attend classes full-time. Students are only able to request this for 4 quarters/3 semesters during any degree level. For more detailed information, including a template for the required doctor's letter, please consult the [ISSS website](#).

3. Completion of Studies

Student is in their final term of study. They have fulfilled all other degree requirements and therefore only enrolled in the credits required to complete their degree. Only students who have applied for their degree through the [DrexelOne](#) portal are eligible for this LTFT reason.

Note: Student must enroll in a **minimum** of one face-to-face course in their final term.

Note: In choosing this reason, the Academic Advisor verifies that there are no impediments to graduation beyond completion of the above-referenced course-credits.

4. International Break Term

Student enrolled full-time at Drexel for the previous consecutive 3 quarters/2 semesters and would like a break from full-time course load. During an international break term, students may:

- Travel internationally
- Take as many online classes as they choose either within the U.S. or outside the U.S.
- Stay in the U.S. and not study
- Stay in the U.S and study part-time

Note: By selecting this reason, you have confirmed the student has enrolled in the previous 3 quarters/2 semesters as a full-time student.

Exception: If the student's program began at Drexel in the winter or spring quarter/semester, they are eligible for their first break term during summer quarter/semester.

By signing/typing my name below, I confirm that all information provided above is accurate.

Student Signature: _____ **Date:** _____

Advisor's Name: _____ **Advisor's Email:** _____

Advisor's Signature: _____ **Date:** _____