



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

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

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

Fall     Winter     Spring     Summer

Credit Hours \_\_\_\_\_

### Academic Advisor to indicate the reason for requesting LTFT course load:

- Academic Difficulties** - 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. Forms for this reason will be accepted no later than week 8 of the effective term.
  - Initial difficulty with English language or reading requirements** - Limited to first academic year only; minimum enrollment = 6 credits (undergraduates) or 4.5 credits (graduates). Only permissible in initial year of study.
  - 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).
- Completion of Studies** Forms for this reason will be accepted no later than week 8 of the effective term.
  - 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 whom 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.
- Medical Reason(s)**
  - 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 U.S. doctor or clinical psychologist licensed to practice in the U.S. ISSS is not responsible for obtaining the required medical documents. Students are only able to request this for 4 quarters/3 semesters during any degree level.
- 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 is accurate.

<b>Student Signature:</b> _____	<b>Today’s Date:</b> ____/____/____ (mm/dd/yy)
<b>Advisor’s Name:</b> _____	<b>Advisor’s E-mail:</b> _____
<b>Advisor’s Signature:</b> _____	<b>Today’s Date:</b> ____/____/____ (mm/dd/yy)