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

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

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

- [ ] Fall
- [ ] Winter
- [ ] Spring
- [ ] Summer
  # Requested Credit Hours __

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

1. **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.
   - Initial difficulty with English language or reading requirements - Limited to first academic year only; minimum 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 6 credits (undergraduates) or 4.5 credits (graduates). Only permissible in initial year of study.
   - Improper course level placement - Minimum 6 credits (undergraduates) or 4.5 credits (graduates).

2. **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 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.

3. **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.

4. **International Vacation 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 vacation 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 vacation term during summer quarter/semester.

By signing/typing my name below, I confirm that all information provided is accurate - Type or Sign

Student Signature: ____________________________  Today's Date:   ____/___/___ (mm/dd/yy)
Advisor's Name: ____________________________   Advisor's E-mail: ____________________________
Academic Advisor’s Signature: ____________________________