



## Doctoral Full-Time Exemption Request

### Purpose/Eligibility:

This attached form is to be used to request an exemption from full time enrollment status (9 credit units per quarter) by **Pre-Candidacy Doctoral Students** only.

### In order to qualify, the student must:

- Have at least 3.0 overall GPA
- Be a full time, Teaching Assistant, Research Assistant or be enrolled in an approved Clinical Practicum (20 hrs or more).
- Drop below full time status due to departmental course scheduling/cancellation conflicts.  
**NOTE:** The academic department must certify that the course(s) required for completion of the program are not offered in the term the exemption is being requested.

### Approvals:

Exemption to the full time enrollment policy can only be granted with the approval of the Graduate Advisor and the Associate Vice Provost of Graduate Studies.

### Limitations:

Exemptions are limited to a **maximum of 9 credits per graduate degree** being sought. Exceptions for the **College of Nursing and Health Professions** are granted on a case by case basis.

### Deadlines:

To be eligible for the exemption, the student's Graduate Advisor must submit an Exemption Request Form, including a complete Course Plan of Study [CPS] for academic year the exemption is being requested. The request must be submitted to The Graduate Studies Office no later than the end of the [drop/add period for each quarter](#). This form must be completed for each academic year that an exemption is requested.

### Effect on Health Insurance/Doctoral Health Subsidy Eligibility:

If the student is approved for full time enrollment (FTE) status exemption, the doctoral student's health insurance subsidy eligibility will not be adversely affected.

### Completing the Form:

The Graduate Advisor will be responsible for completing this form for students in their program. Once completed, the Graduate Advisor will forward the form to The Graduate Studies Office for final approval. The Graduate Studies Office will communicate the final decision via email to the Graduate Advisor. In the event that an exemption has been approved, The Graduate Studies Office will be responsible for enrolling the student in any exempted credits.



Office of Graduate Studies  
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 Philadelphia, PA 19104  
 (215) 895-0366 voice  
 (215) 895-0495 fax  
 www.drexel.edu/graduatestudies

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Students who register for less than 9 credits but fail to apply for the exemption will be considered out of status for Financial Aid and Student Visa purposes. Students should contact **Student Financial Services** and/or **International Student and Scholar Services** for more information.

**THIS FORM WILL NOT BE ACCEPTED IN THE OFFICE OF GRADUATE STUDIES UNTIL THE 2<sup>nd</sup> WEEK AFTER THE START OF EACH QUARTER**

Student Name \_\_\_\_\_ Academic Term \_\_\_\_\_

(please print)

Student ID: \_\_\_\_\_ Student Status: Domestic or International (Circle one)

Degree Program Enrolled in: \_\_\_\_\_ Exemption Credits Requested: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ Cumulative G.P.A. \_\_\_\_\_

Graduate Advisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Graduate Studies Office

**Course Plan of Study**

**EXEMPTION REQUESTS MUST BE RENEWED FOR EACH ACADEMIC YEAR**

*Please highlight the quarter(s) in which exemption from full time enrollment status is requested, followed by a detailed explanation below:*

***COURSE WORK MUST BE FILLED IN FOR EACH QUARTER THE EXEMPTION IS BEING REQUESTED***

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Academic Year				
Total Credits				

**In order to qualify for an exemption from full time status, the student must meet the following qualifications:**

- Have a 3.0 overall and program GPA
- Be a full time, Teaching Assistant, Research Assistant or be enrolled in an approved Clinical Practicum (20 hrs or more)

**Exemption Request Factors:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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