DREXEL UNIVERSITY
International Students and Scholars Services
Student Affairs

LESS THAN FULL-TIME CERTIFICATION

SECTION A. Student – Please fill out clearly:

Last Name (as it appears in passport): _____ First Name: _____

SEVIS ID: N_____ Student ID #: _____

E-Mail Address: _____ Phone #:_____ -_____- _____

Degree Level: ☐ BA/BS ☐ BS/MS ☐ MA/MS ☐ PhD

Academic Term/Year: _____ Number of Proposed Credit Hours: _____

Academic Difficulties (one term only) - Choose the most appropriate reason of the following ones:

☐ Initial difficulty with English language or reading requirements

☐ Initial unfamiliarity with American teaching methods

☐ Improper course level placement

Completion of Studies (Check only if this is your last term of studies):

☐ In final term of degree program and enrolled the credit hours needed to complete the program of study.

Medical Reason

☐ Illness or medical reason (***Must attach a detailed letter from a doctor or clinical psychologist licensed to practice in the U. S. to this form, see instructions for documentation.***)

SECTION B. Academic Adviser - Please fill out and sign:

I confirm that I am the student's academic advisor and that I support the student's request for a reduced course load based on the indicated conditions above.

_____ _____ _____/_____/_____

Last Name, First Name (please print) Signature *(mm/dd/yy)*

E-Mail Address _____ Phone# _____ -_____- _____

ISSS ONLY

☐ Approved ☐ Denied: reason for denial

_____

Initials:_____ Processing Date: _____/_____/_____

ISSS DSO *(mm/dd/yy)*

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BASICS

In order to maintain lawful F-1 or J-1 non-immigrant status, international students must either be enrolled full-time or receive permission from the International Students and Scholars Services Office for a **credit hour reduction** or **full-time exception** prior to the quarter in question.

The minimum full-time enrollment requirement is as follows:

Undergraduate Students	12 credit hours
Graduate students	9 credit hours

- Courses that are audited do NOT count towards meeting the minimum full-time enrollment requirement.
- Online/ distance learning courses: Only 3 credit hours may be counted towards meeting the minimum full-time enrollment requirement.

CREDIT HOUR REDUCTION

In some instances, international students may be authorized to reduce their course load. This authorization must be requested prior to the beginning of the term the reduction is requested for. Any student who fails to enroll in a full course of study by the add/drop deadline, or drops below a full course of study without prior authorization by the ISSS, is considered to be out of status.

Please be advised that a lack of financial support does not constitute a valid reason to reduce course load according to U.S. Federal Regulations.

Exceptions to the full course of study requirements are very limited; however, if deemed appropriate ISSS may authorize a student to reduce his/ her course load in adherence to the Federal Regulation:

Academic Reasons (limit one time only; minimum enrollment of six credit hours required) (8CFR214.2 (f)(6)(v)

- Is having initial difficulties with the English language or reading requirements
- Is experiencing unfamiliarity with American teaching methods
- Student was placed in an inappropriate course level.

Other

- To Complete Course of Study in Current Term (8CFR214.2(f)(6)(ii)
- Illness or Medical Condition (8CFR214.2(f)(5)(i)
  International students may be authorized to drop or withdraw from classes in the case that the student experiences unforeseen illness or a medical condition. A reduction in courses due to medical reasons must be authorized for each term in question, not to exceed 12 months. The student must provide a statement by a licensed U.S. medical professional documenting the following:

  - The medical necessity to reduce courses
  - The term for which the reduction is requested for
  - Reduction in course or withdrawal

Please see www.drexel.edu/isss for more information.