



There are valid academic and medical reasons for reducing your course load, as listed below. For any term in which you intend to reduce your course load, you must complete the following and have The



Indicate the reason why you are requesting to reduce your course load:

is in first year of study and is having initial difficulty with the English language
is in first year of study and is having initial difficulty with reading requirements
is in first year of study and is unfamiliar with American teaching methods



Temporary illness or medical condition. You must attach a signed letter from a *licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist*. The letter must substantiate the illness or medical condition and possess the following information.

- a. must be typed, dated, and signed by the physician on the physician's letterhead, and
- b. must indicate that you have a medical condition which prevents you from registering full-time during a specific term, and
- c. must specify the number of term units for which you can register, and
- d. must specify the date by which you will be expected to return to full-time studies.

Sample Letter: Your physician might use this as a template for writing the letter. The sample includes all information required to receive authorization.

Student First Name Last Name Middle Initial - 2.31.008911BDC F56.946 - 3rd floor 3 CID: 880 6 (i9) 4.52137/P 256r)6.3 (13m(6st)8124

