Medical Reduced Course Load (RCL) Authorization

If your doctor has recommended you enroll in less than full-time credits, you may qualify for a reduced course load (RCL) for medical reasons. Medical RCLs are valid for up to 12 months, as long as you have not previously received an authorization at this degree level. Documentation of your illness must be from a medical doctor, doctor of osteopathy, or licensed clinical psychologist.

The documentation, written on the doctor’s letterhead and signed by a medical doctor, doctor of osteopathy, or licensed clinical psychologist, must show the following details:

- In your doctor’s medical opinion, it is advised that you take a reduced course load or not take any classes because of your current illness.

- Duration of time, including a beginning and end date (or indicate for the semester), that your doctor advises you to reduce your course load or suspend your study due to medical reasons affecting you personally.

- If a reduction of your course load is advised, the doctor must specify whether he or she advises you to take ¾ load, ½ load, or ¼ load for medical reasons.

To submit a Medical RCL request, log into My OIS (my.ois.pitt.edu) and complete the ‘Reduced Course Load Request’ e-form. You will need to upload a digital copy of the documentation from your medical doctor, doctor of osteopathy, or licensed clinical psychologist.