



## OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies  
University of Pittsburgh

### 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. You may be approved for up to 12 (cumulative) months of medical RCL per educational level.

Your illness or medical condition must be documented by one of the following medical professionals:

- **medical doctor**
- **doctor of osteopathy**
- **psychiatrist**
- **licensed psychologist**

The documentation, written on the doctor's letterhead and signed by a **medical doctor, doctor of osteopathy, psychiatrist, or licensed 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.

To submit a Medical RCL request, log into My OIS ([my.ois.pitt.edu](https://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 psychiatrist, or licensed psychologist.

**Note:** You are responsible for ensuring that you understand the impacts of part-time or zero enrollment on your [university student health insurance](#) and/or [graduate student appointment](#) (if any).