



FLORIDA STATE UNIVERSITY PANAMA CITY

Reduced Course Load for
Medical Reasons
FSU Panama City

Use this form to request reduced enrollment for medical reasons.

1. May be authorized due to a student's medical condition.
2. May be for a reduced course load or no course load if necessary.
3. Requests for Medical Reduced Course Loads must be submitted at the beginning of the semester or before dropping or withdrawing from a class.
4. A medical reduced course load cannot exceed 12 months at a particular program level. Students must apply for a medical reduced course load each semester.
5. Students must provide a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.
6. If the doctor's letter is from a doctor outside of the Tallahassee area, students must get the letter validated by a doctor in the Health & Wellness Center.
7. In cases of pregnancy, a student would need a letter from a licensed doctor proving at least one of the following:
 - a medical reason in addition to the pregnancy
 - a high risk pregnancy
 - a due date during the semester (the 6 week recovery period following labor is considered)
 - any other relevant medical reasons

TO BE COMPLETED BY STUDENT

Student Name: _____ Student ID: _____

Local address: _____

Phone/Cell: _____ Email: _____

Academic Department: _____ Degree level: _____

Intended number of credit hours for this term: _____ Completion date on current I-20: _____

Term of proposed reduced enrollment: _____ Year: _____

INSTRUCTIONS FOR MEDICAL FACILITIES

Please fax this form along with a letter on official letterhead from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist verifying the student's medical condition. The letter must also clearly state that the student is unable to maintain full-time enrollment.

Fax: (850) 770-2081 Attention: Designated Student Official Dr. Irvin Clark

TO BE COMPLETED BY THE DESIGNATED STUDENT OFFICIAL

Approved

Denied

Date: _____

Name: Irvin Clark, EdD, iclark2@pc.fsu.edu Signature: _____

Submit all forms to the Designated Student Official (DSO), Irvin Clark, EdD, iclark2@pc.fsu.edu (850) 770- 2101
Office of the Dean • Holley A-311-C • 4750 Collegiate Drive • Panama City • Florida • 32405-1099