MEDICAL AUTHORIZATION FOR UNDERENROLLMENT

Information for Students
If you are currently experiencing a physical or mental health issue that is impacting your ability to be a full-time student, you may seek permission to enroll in less than a full-time course load. If you are approved for underenrollment, there is no minimum course load required to maintain your status.

You should work with your care provider to determine what an appropriate course load would be, given your individual situation. Students who are authorized for medical underenrollment may not be concurrently authorized for Curricular Practical Training (CPT).

Please note that in order to use services in the Center for Student Health & Counseling, you must be enrolled in at least five credits in the current term. In order to be eligible for participation in the PSU student insurance plan, you must be enrolled in at least one credit in the current term. If you will not be able to enroll in any credits due to your medical condition, you must enroll yourself in the PSU Student Insurance Plan directly; for assistance with this process, please contact the Student Health Insurance team at SHAC: insurancehelp@pdx.edu.

You must be approved for underenrollment for each term in which you will reduce your course load for health reasons. A new recommendation is required each term.

Students are limited to a total of 12 months of medical underenrollment per academic level. The duration of the entire term is counted toward that limit, regardless of when the authorization is requested and approved.

Please share this information with your care provider so that she or he may provide the correct recommendation to authorize your underenrollment.

Information for Care Providers
International students in F-1 or J-1 status may be authorized for a reduction in their course load on the basis of the recommendation of certain care providers when they are experiencing a temporary illness or medical condition. Federal immigration regulations indicate that, for an F-1 student, only medical doctors, licensed clinical psychologists, or osteopaths may recommend a reduction in the student’s course load [8 CFR § 214.2(f)(6)(iii)(B)]. For a J-1 student, only medical doctors may recommend a reduction in the student’s course load [22 CFR § 62.23(c)(2)].

The temporary illness or medical condition must be the student’s own (i.e., care of a dependent family member experiencing an illness or medical condition is not, in itself, an acceptable basis for medical underenrollment). Students must provide current medical documentation for each term in which they are seeking underenrollment for medical reasons.

Students must provide a written statement from a care provider qualified under the regulations substantiating the illness or medical condition. This statement must be on the letterhead of the care provider’s practice, and should include a specific recommendation that the student’s temporary illness or medical condition warrants a reduction in the student’s course load. It does not, however, need to specify the number of credits in which the student should be expected to enroll.

The recommendation may be returned directly to our office from the care provider by fax (503-725-5320) or e-mail (oia@pdx.edu), or may be returned by the student. Should you have any questions or concerns about providing this recommendation, please don’t hesitate to contact us at 503-725-4094 or oia@pdx.edu.