



## Documentation

CIE will accept documentation in the form of memos on department letterhead or email from the official school email address. Documentation can be submitted directly to [yc@csueastbay.edu](mailto:yc@csueastbay.edu)

Academic Reasons Documentation must come from your academic advisor or faculty member confirming you qualify for an academic reason to be less than full time. This documentation needs to be specific and detailed.

You are required to submit

1. Completed and Signed RCL Form
2. Documentation from your academic advisor or faculty member verifying your academic reason for being enrolled less than full time

Medical Reasons You are required to submit a letter from a licensed, U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy recommending a reduced course load due to illness or a medical condition. This letter must be on letterhead, must specify the time period and the recommended enrollment (part time or non enrollment) for the specified time period.

You are required to submit

1. Completed and Signed RCL Form
2. Letter from your U.S. Licensed medical doctor. Letter does not need to state the specific medical condition but needs to state you have a medical condition that prevents you from enrolling full time.

Completion of Academic Program Requirements If this is your last semester you must submit documentation from your academic advisor(s).

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