

## Reduced Course Load Procedure

- **Requests for reduced course loads are submitted to the Director of the SSC with supporting documentation. Supporting documentation must include a diagnostic evaluation from an appropriate professional that is recent enough to evaluate the current impact of the disability.**
- The Director evaluates the documentation and the request in terms of the impact of the disability and the demands of the student's current or proposed schedule.
- If the request is denied, the student may appeal the Director's decision through the [\*Grievance Procedures for Student Disability Complaints Procedures\*](#).
- If the request is approved, the potential consequences of the reduced course load on progress towards graduation and financial aid will be explained to the student by the Director. The Director will indicate the approved reduced course load and explain that this credit load will be considered as the student's minimum credit load for full time status for the semester in question and that he/she cannot drop below this without placing their full time status in jeopardy.
- The student and the Director sign the Reduced Course Load Approval Form. Copies are sent to the Registrar, Financial Aid, Student Central, Residence Life, the student's Director of School and the student's Advisor.
- The Director of the SSC will code the student's reduced course load as R3, R6, or R9 in SOAHOLD in Banner according to the reduced number of hours the student is required to complete in a semester.
- At the agreed upon credit load the student will be considered as full time and entitled to all institutional services, benefits, rights and privileges of full time status.
- Based on the reduced credit load the student's financial aid will be adjusted according to Federal and State financial aid program regulations.
- The Director of Financial Aid and the Director of the SSC will send a letter to the student about the changes in the financial aid award amounts. If a student subsequently needs to change the required course load hours further documentation from a licensed professional may be requested to support the change in hours. If a change of course load is approved the Director of the SSC will inform the Director of Financial Aid and a new letter will be sent to the student.