# Center for Academic Success

# Reduced Course Load with Full Time Status

# Accommodation Policy/Procedure

A reduced course load accommodation allows a student to take fewer than 12 credits and still be considered full time at the Institutional level. This means that housing, participation in activities and consideration for awards, etc. are not affected by the reduced course load. However, depending on the student’s financial aid package, some aid requires a minimum number of credits to receive the grant/scholarship/loan. It is strongly encouraged that students speak with Financial Aid to make adjustments to their aid package as needed for this accommodation.

Additionally, if the student requesting this accommodation is an International Student, it is advised that they check on the status of their student visa to determine if a minimum number of credits are required to remain on visa.

This accommodation will be approved on a case by case basis.

This accommodation should be requested prior to the start of the semester, and will not be considered after the Add/Drop (without record) deadline. This accommodation must be requested before the start of each semester it is needed, and does not automatically renew.

Below are the steps to requesting the accommodation:

1. Register with the Center for Academic Success, Services for Students with Disabilities. Provide appropriate documentation validating the request for a reduced course load.
2. Provide a letter to the Associate Director specifying the need for the accommodation, the number of hours requested to be taken, and any other pertinent information.
3. Complete steps 1 & 2 prior to the Add/Drop deadline (without record).
4. If the request is approved, the Associate Director will notify any pertinent offices (Registrar, Housing, etc.), and a letter can be provided **at the student’s request** verifying this accommodation.
5. It is the student’s responsibility to work with Financial Aid directly to determine any changes to the aid package that might be needed.

If you have been approved for this accommodation, keep in mind the following:

You should inform your academic advisor of this accommodation and work with them to make appropriate adjustments to your degree plan and trajectory toward graduation.

You must still comply with all school or college policies regarding degree program completion.