

## **BSC Student Accessibility Policy F**

### **Reduced Course Load**

#### **Reduced Course Load on the Basis of Disability**

A student with a disability may request to maintain “full-time status” while carrying less than a full-time course load (12 credits) with supportive documentation. The designation of “full-time status” makes students eligible for certain benefits or activities such as on-campus housing, participation in an intercollegiate sport offered at BSC or any other BSC sponsored activity or benefit that requires full-time status. By determining that a student is to be considered “full-time” with less than the typical full-time load, the student is being provided access to the same range of benefits and programs available to all students.

In order to be considered full-time with less than 12 credits (minimum of 9 credits), the student must complete the following steps:

1. The student initiates the request by submitting it, in writing, to the Student Accessibility Coordinator. The student must have the accommodation approved before the start of the semester.
2. To qualify for the accommodation, the student must formally request the accommodation and provide supporting documentation that supports the need for a reduced course load. The documentation must include a diagnostic evaluation that is recent enough to determine the current impact of the disability. The evaluation must be from an accredited professional who is not a relative.
3. Factors unrelated to the disability such as employment, curricular activities, family/personal obligations, inadequate academic preparation, failure to use appropriate academic accommodations, or poor class attendance cannot be the primary reason(s) for a reduced course load.
4. The Student Accessibility Coordinator 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. In some cases, additional documentation may be required before a determination can be made. As with all accommodations, the decision will be made on a case-by-case basis.
5. The Student Accessibility Coordinator will verify a student’s eligibility for reduced course load, while maintaining full-time status, in a written summary to appropriate college departments such as Student Life, the Registrar’s Office and the Financial Aid Office.
  - a. This verification of eligibility will include an evaluation of the documentation supporting such a request.

- b. Eligible students should follow up with auxiliary services such as federal financial aid, personal health insurance, and non-College sponsored scholarships as these and other services may be adversely affected by the reduction in semester hours. The college cannot require outside entities to abide by the College's determination of a reduced course load/full-time status designation.

**A reduction in the number of credit hours may reduce the amount of financial aid received.**

6. The appropriate department will then review the request and make a final determination.
7. A student who has been declared a full-time student with less than a typical full-time load because of a disability is entitled to the same benefits and privileges of any other full-time student. This may include such things as living in the residence hall and participation in extracurricular activities. It may also include scholarships and financial awards available on the basis of "full-time" status.
8. If the request is denied, the student may appeal the decision by following the Grievance Procedures outlined in BSC Student Accessibility Policy I.

**History of This Policy:**

First policy draft August 15, 2004  
Revised July 2013