CENTER FOR DISABILITY SERVICES (CDS)
Procedures for Determining A Reduced Course Load and Full-time Status

1. _____ Student is approved for SNAP services and has submitted documentation that supports the need for a reduced course load that includes:
   
a. _____ compelling evidence that the disability or the combination of disabilities substantially limits the student’s ability to maintain a full course load.
   
b. _____ a statement by the evaluator that
      
      1) _____ a reduced course load is a reasonable academic adjustment,
      
      2) _____ recommends a reasonable number of courses or hours to be taken each semester to be considered full-time, and
      
      3) _____ indicates the number of semesters the reduced course load should be in effect.

Please note: Recommendations by the evaluator are not guaranteed but will be used as a guide by CDS in determining a reduced load accommodation.

2. _____ The student confirms that he is not employed or is not working more than ten hours per week during the semester(s) that the reduced course load will be in effect.

3. _____ The student and Director of CDS have signed the Reduced course load application form confirming discussion of potential impact of reduced course load (health insurance, NCAA eligibility, etc).

4. _____ The student and Director of CDS have signed the Full-time status form confirming number of hours to be considered as full-time for the student.

5. If approved, the Director of CDS signs the letter confirming number of hours student will take each semester and be considered full-time. Copies of the full-time status letter are sent to the following offices: Registrar, Financial Aid, Treasurer, Residence Life, Academic Advising and Planning Center/Major Advisor and, if appropriate, the Athletic Department.

6. If the request is denied, the student may appeal to the Academic Standards Committee.

7. The decision of the Academic Standards Committee is final.

c: procedure for reduced load072/mydoc/financial aid
March, 2007