Westminster College Disability Services
Policy for Reduced Course Load

1. Requests for reduced course loads need to be submitted to the ADA Coordinator (START Center) via the Disability Advisor for the student. These requests need to be submitted in writing with supporting documentation which must include a diagnostic evaluation from an appropriate professional that is recent enough to evaluate the current impact of the disability. (Obtain a copy of Guidelines for Documentation from a Disability Advisor.)

2. Requests must be made in a timely manner before the beginning of the semester in question. Approval for reduced course load requests will not be made retroactively.

3. The ADA Coordinator or Disability Advisor takes these requests to the Academic Accommodations Committee which evaluates the documentation and the request in terms of the impact of the disability and the demands of the student’s current or proposed class schedule.

4. If the request is denied, the student may appeal the decision through the standard disability grievance procedure. (Obtain a copy of the Grievance Process from your Disability Advisor or the ADA Coordinator)

5. If the request is approved, the potential consequences of the reduced course load on progress towards graduation, billing, etc. will be explained to the student by the ADA Coordinator or the Disability Advisor who will indicate the amount of the reduced course load approved. This credit level will be considered only for the semester(s) in question and if the student drops below this credit level he/she will be considered part time.

6. The student, ADA Coordinator and/or the Disability Advisor sign the Reduced Credit Load Approval form. Copies are sent to all offices and personnel deemed appropriate. The ADA Coordinator will maintain the files and records relating to these requests and include pertinent information in the student’s disability file.

7. Accounts Receivable will adjust the student’s tuition bill. For approvals dated before the end of the official drop period for the semester in question, Westminster will prorate the student’s tuition based on the enrolled credit load and per credit charges if the adjustment results in a figure lower than full time tuition. Other charges (i.e. activity fees, room, board, etc.) are not affected by this accommodation. Students taking fewer than 12 hours during Fall or Spring semesters will not be eligible for free May term credits.

8. Financial Aid will allow a student who has received a reduced credit load accommodation to apply for/keep full time scholarships (or equivalent institutional awards) for the academic year that follows this accommodation. The scholarship(s) will be awarded on a prorated basis.
9. Based on the billing adjustments and reduced credit load, the student’s financial aid package will be adjusted. Within the limits of Federal financial aid regulations, every effort will be made to ensure that the student does not incur additional costs. The student must meet with the Director of Financial Aid for a review of an updated financial aid award.

10. If the student wishes to extend the request for a reduced course load beyond the period initially approved (one academic year), this request must be made in writing to the Disability Advisor. The Disability Advisor may request updated documentation from the student. The Advisor will forward the request to the ADA Coordinator for review. The Coordinator may approve the request or may ask the Academic Accommodations Committee to review it again.
REDUCED COURSE LOAD AGREEMENT

_______________________________ ID #______________ has a documented disability that has been reviewed by the Academic Accommodations Committee in the context of his/her current/proposed schedule. It has been determined that a reduced course load is a reasonable accommodation under Section 504 of the Rehabilitation Act and the ADA as amended.

________________________________________________________________________ will be registering for ____ credits for _________ semester.  A course load of 6 credits is the minimum credit load to maintain eligibility for this accommodation.

I have explained the potential impact on the student in the following areas:

_____ Financial Aid
You will receive a prorated amount of Westminster (not Federal) funds for tuition based upon the # of hours scheduled. Please work with the Financial Aid office throughout this process.

_____ Housing
You may live in on-campus as a part-time student unless you fall below 6 credit hours.

_____ Accounts Receivable
Your payment plan may or may not be altered. Please check with this office for more information.

_____ Athletics
Your status on any team may change because you are part-time. Check with Jason Waterman for eligibility status. (Registrar’s office)

_____ Anticipated graduation date
You will graduate later because you are part-time. As a result, you may need to change your catalog year. Work with your academic advisor and the Registrar’s office.

_____ Student Insurance
Some insurance plans (medical and car) do not provide coverage or reduced rates for part-time students.

_____ May Term
You do not receive free May Term courses due to your part-time status. You may register for these classes, but must you pay tuition.

________________________________________________________________________
ADA Coordinator/Coordinator of Disability Services

________________________________________________________________________
Student

__________________________________________________________________________
Date

Date

Revised 6/2016