Procedure to Request a Reduced Course Load

1. Register with the Office of Student Disability Services (OSDS) by following appropriate procedures.

2. Request for reduced course loads are submitted to the Coordinator of the Office of Student Disability Services 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.

3. The 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.

4. If the request is denied, the student may appeal the Coordinator’s decision through the standard accommodation grievance procedures.

5. If the request is approved, the potential consequences of the reduced course load on progress towards graduation, financial aid, billing, etc. will be explained to the student by the Coordinator. The Coordinator will indicate the approved reduce course load and explain 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.

6. The student and the Coordinator sign the Reduce Load Approval Form. Copies are sent to the Registrar, Financial Aid, Cashiering, Housing, the student’s Dean and the student’s Advisor.

7. At the agreed upon credit load the student will be considered as full time and entitled to all of the services, benefits, rights and privileges of a full time status.

8. Cashiering will adjust the student’s bill. For approval dated before the end of the official drop period for the semester South Carolina State University will prorate the student’s tuition based on the enrolled credit load and per credit charges if the adjustment results in figure lower than full time tuition. Other charges (activity fee, room, board, etc.) are not affected by this accommodation.

9. Based on the billing adjustments and reduced credit load the student’s financial aid 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.

Note: Letter in support of reduced course load accommodation from OSDS will not override the policies of any particular agency, office or department.