

NUMBER: OSDS 7.00
SECTION: Office of Student Disability Services
SUBJECT: Reduced Course Load Accommodation
DATE: July 1, 2007
REVISED: January 1, 2012
Policy for: Office of Student Disability Services; Columbia Campus
Procedure for: Office of Student Disability Services; Columbia Campus
Authorized by: Karen Pettus
Issued by: Office of Student Disability Services

I. Policy

The purpose of a reduced course load as an accommodation (full-time enrollment equivalency) is to allow a student with a disability to enroll in a fewer number of courses during a semester while being recognized by the university or outside entities (insurance carriers) as a full-time student, therefore increasing the chances of successfully completing a semester. This recognition can help facilitate services or benefits that are affected by enrollment hours. (Student Financial Aid and Scholarships, Housing, parents' insurance, etc).

The Office of Student Disability Services (OSDS) determines eligibility for and recommends an accommodation of full-time enrollment equivalency on a case by case, and semester by semester basis.

II. Procedure

To use the reduced load accommodation, a student must register as a student with a disability through Student Disability Services and be approved to use the reduced load. The student should request letters for reduced load when they enroll in classes for the following semester as it is not retroactive. To request letters, the student should email their Coordinator regarding their intent to utilize the reduced load accommodation. The student must discuss with their Coordinator both the number of hours in which they are enrolled and the recipients for each letter. A student approved to use the reduced load accommodation may request a letter each semester for financial aid, scholarships, housing, parents' insurance, or other offices or organizations as needed.

It is the student's responsibility to request that the necessary offices (Financial Aid Office, Registrar, etc.) be notified on a semester-by-semester basis. Any necessary follow up with offices receiving a reduced load as full-time letter is also the student's responsibility. Even if a student obtains a reduced load letter, various factors can affect eligibility for services such as financial aid and scholarships.

A reduced load as full-time letter does not allow a part-time student access to Student Health Services, USC Athletic facilities, or student tickets to Athletic events. Students taking a reduced load

of courses must pay required fees through the Bursar's office in order to gain access to those services. Full-time students are automatically charged fees for those services, but students enrolled in fewer than 12 hours are not automatically charged fees for those services.

Using the reduced load accommodation may not extend the duration of time-limited financial aid. For example, if a student receives a scholarship which is intended to last for eight semesters, the duration will remain the same while the hours required may be modified. Appropriate academic progress must also be made.

III. Reason for Revision

Policy was revised on January 1, 2012, in order to reflect procedural changes.