



### **Reduced Course Load Policy**

The Student Access Office (SAO) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Depending on the nature and functional limitations of a student's documented disability, he/she may be eligible to take less than a full time course load. Each student request is determined on an individualized, semester-by-semester basis; appropriate, supporting documentation must be submitted as part of the Petition process. Unlike part-time status, a reduced course load will allow a qualifying student to register for a course load that is less than full-time, and still receive a pro-rated Adelphi scholarship and/or grant. Financial aid that is received from the federal and state governments will be awarded according to the regulations governing the particular financial aid program. **Please note that changes to student course loads may result in changes to institutional, state, and federal aid.**

Students approved for a reduced course load by SAO as an accommodation are entitled to all services provided to full-time students.

While students will only be billed for courses in which they are actually enrolled, all other charges will apply. Students authorized for a reduced course load must be registered for a minimum of six (6) credits and a maximum of eleven (11) credits. Twelve credits is considered by the University to be a full-time course load.

### **Petition for Accommodations Process**

1. Students seeking the accommodation of a reduced course load must have complied with the accommodation review and approval procedure of the Student Access Office. Students must complete and file a Petition for Accommodations form with the Student Access Office and provide documentation from a licensed professional that supports the accommodation of a reduced course load based on a disability. Once all necessary paperwork is received, it will be reviewed by the Director of the Student Access Office. Should it be determined that the student qualifies for a reduced course load, the student would meet with The Office of Student Financial Services to review student account and appropriate institutional financial assistance.
2. Students seeking the accommodation of a reduced course load must notify the Student Access Office each semester that they intend to utilize the reduced course load accommodation. Such notification must occur during the drop/add period.

3. Students seeking the accommodation of a reduced course load must meet with the academic advising staff in their School or College each semester to review academic progress. Compliance with School or College policies and procedures is mandatory.
  
4. Most Schools or Colleges have maximum time limits to complete a degree program. Where a student is facing such a time limit due to utilizing their approved accommodation of reduced course load, the student is responsible for formally requesting an extension of that time limit from their School or College.
  
5. Students that have been approved for the accommodation of a reduced course load need to understand that there are implications of that status for their student account and their financial assistance. Students are advised to discuss any questions or concerns with the Office of Student Financial Services.