Reduced Course Load Policy

Depending on the nature and functional limitations of a student’s documented disability, he or she may be eligible to take less than a full time course load, as governed by this policy.

Policy Statement

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, as governed by this policy. Each student must submit updated, supporting documentation on a semester-by-semester basis for an individualized review and determination. All requests and supporting documentation must be submitted in advance of each academic semester.

Reason for Policy

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.

Who is Governed by This Policy

Students

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.
Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review, this area will be evaluated to determine if additional information is needed to supplement the policy.

Procedures

Petition for Reasonable 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 submit updated, supporting documentation to the Student Access Office on a semester-by-semester basis for an individualized review and determination. All requests and supporting documentation must be submitted in advance of each academic semester.

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.

Forms

Forms associated with this policy can be found on the Student Access Office webpage:

https://www.adelphi.edu/access-office/

Related Information

This policy relates to the Americans with Disabilities Act. Upon periodic policy review, this area will be evaluated to determine if additional information is needed to supplement the policy.

Other related information: Exceptions to Full-Time Enrollment Requirement for Scholarship Policy
Policy Owner

Title: Director
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Secondary Contacts

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Document History

- Last Revised Date: January 19, 2023
- Last Reviewed Date: January 19, 2023
- Policy Origination Date: September 1, 2017

Who Approved This Policy

Executive Leadership Members including: Christine Riordan, Sam Grogg, Kristen Capezza, Perry Greene, Maggie Yoon, Brady Crook, and Joanna Templeton

Tags

Student Access Office, Americans with Disabilities Act, Student with a Documented Disability