

NUMBER: OSDS 7.00

SECTION: Office of Student Disability Services

SUBJECT: Reduced Course Load as Full-Time (Full-Time Equivalency)

DATE: July 1, 2007

REVISED: August 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 prior to the last day to change a course schedule or drop a course without a grade of "W" being recorded.

To receive a letter, the student must submit a request through our website each semester. Once the request has been reviewed the verification letter will be created and emailed directly to the student. It is then the student's responsibility to deliver the letter to the necessary offices.

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 a 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 August 1, 2012, in order to reflect procedural changes.