Reduced Course Load Policy and Procedure

Students with certain disabilities might be eligible to take a reduced course load as an accommodation. On a semester-by-semester and individual student-requested basis, DSS will determine eligibility for and recommend a reduced course load for qualified students. A reduced course load is less than twelve (12) credit hours per semester for undergraduate students and less than nine (9) credit hours per semester for graduate students as indicated in the Trinity University Courses of Study bulletin. Under no circumstances will a reduced course load be recommended for credit hours totaling less than half time.

Each University office will determine which administrative benefits, if any, students may be eligible to receive based on the recommendation for a reduced course load. A DSS recommendation for a reduced course load does not apply to or exempt a qualified student from meeting satisfactory academic progress requirements established by the University or department/degree program. Students should consult with their academic adviser to ensure they are meeting these standards.

Students are strongly encouraged to request a reduced course load as an accommodation prior to the first week of any semester to facilitate campus services that would be significantly affected otherwise: Office of the Registrar, Financial Aid, International Student Services, Residential Life, Health Services, etc. Students should consult the office(s) which could significantly affect the provision of campus services prior to reducing their course load to protect their services from being affected by any potential impact. DSS will provide the student with a letter certifying that the reduced course load is a valid ADA accommodation. A letter in support of a reduced course load accommodation from DSS will not override the policies of any particular agency, office or department.

Note: A reduced course load must be arranged prior to the Add/Drop deadline. Any requests for reducing course load after the deadline is considered a late drop. Students who need to reduce their course load after the deadline must meet with the Associate Vice President for Academic Affairs: Curriculum and Student Issues. Late drops are not disability accommodations.

Student Responsibilities

1. Register with DSS by following the appropriate procedures.
2. Provide DSS with appropriate documentation validating the request for a reduced course load.

3. Request a reduced course load as an accommodation prior to the Add/Drop deadline, highlighting the impact of the disability and the demands of the student’s current or proposed schedule.

4. If the request is approved, the student is responsible for forwarding the letter approving the reduced course load from DSS to any agency, office, or department (University or non-University) which may be impacted due to the reduced course load decision.

**DSS Responsibilities**

1. Verify that a student who requests a reduced course load is registered with DSS and eligible to receive this accommodation.

2. If the request is approved, DSS will share with the student the potential consequences of the reduced course load on progress toward graduation, financial aid, billing, etc. DSS will indicate the approved reduced course load and explain that 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 these hours without placing his/her full-time status in jeopardy. DSS will provide the student with a letter in support of the reduced course load accommodation.