

REDUCED COURSE LOAD POLICY

Lincoln College

The Office for Disability Services (ODS) occasionally recommends a reduced course load as an academic accommodation for a student with a disability. This accommodation allows the student to take a part-time credit-hour load (fewer than 12 credit hours), while receiving the same benefits of on-campus housing and student services that a full-time student would receive.

All students with disabilities are eligible to apply for a reduced course load and must submit supporting documentation. Such documentation must include a diagnostic evaluation from an appropriate professional and must be recent enough to evaluate the current impact of the disability. The Director of ODS will review the request in terms of the impact of the disability and the demands of the student's current or proposed schedule. The approval of a reduced course load with full-time status is not a permanent status, and students must submit a new request form during the advising and registration period for the subsequent semester. Updated documentation may or may not be necessary, depending on the nature of the student's disability and the currency of the supporting documentation that was submitted with the initial request for a reduced course load.

The College considers 12 credit hours to be a full-time course load. Students requesting a reduced course load may enroll in a minimum of 8 credit hours and a maximum of 11 credit hours. Students will be billed per credit hour for courses in which they are enrolled and will pay full fees for room, board, and student activities. Students granted a reduced course load will follow the same financial aid regulations as all other part-time students. Students may be eligible for state and/or federal financial aid, which will be prorated based on the number of credit hours taken. Students are highly encouraged to speak with the Office of Financial Aid and with the Business Office to review the financial implications of enrolling in part-time hours and to understand their financial obligations to the College regardless of the reduction of credit hours.

Application Process

1. Student submits the "Request for Reduced Course Load" form to the Director of ODS and includes supporting documentation. Documentation must be recent enough to allow the Director to evaluate the current impact of the disability and must support the need for a reduced course load.
2. If the request is denied by the Director of ODS, the student may submit a written appeal to the Vice President for Academic Affairs to appeal the Director's decision.
3. The reduced course load will result in an adjusted financial aid package in accordance with Federal and State regulations. If aid has been disbursed prior to the reduced course load approval, consultation with the Office of Financial Aid will determine whether or not a credit or deficiency exists.

4. Students seeking the accommodation of a reduced course load must notify ODS each semester that they intend to utilize the accommodation. It is requested that such notification occurs during the registration period.
5. Students granted the reduced course load accommodation will continue to meet with their academic advisor each semester for advisement and registration and will be expected to comply with all academic policies and procedures.
6. Upon approval of the reduced course load accommodation, ODS will send written notification about the student's reduced course load to all appropriate departments (Registrar, Financial Aid, Business Office, Student Services, Advising, Academic Affairs).