Full Time Status/Reduced Course Load

- Allowing certain students with disabilities to take a Reduced Course Load while maintaining their Fulltime Status during a semester is a standard accommodation offered at most post-secondary institutions.
- It is similar to providing extended time on exams, reduced distraction for exams, use of classroom note takers, and other reasonable accommodations necessary for equal access to college level studies. (See Section 504 of 1973 U.S. Rehabilitation Act, ADA and their amendments.)
- This accommodation has been offered at MassBay for 25+ years.
- It allows students with disabilities to be identified as fulltime students for reasons such as:
  - Their parent’s healthcare requirements
  - Public housing requirements
  - Interscholastic Athletic Participation
  - Dean’s Lists, Honor Rolls, Scholastic Honor Societies
- Students taking 12 or more credits are Fulltime by definition.
- Similarly, students taking six credits are Part Time by definition.
- Sometimes, due to disability, students taking between seven and 11 credits should be allowed to maintain their Fulltime Status, while taking a reduced course load. (Most often, students take 9 instead of 12 credits.)
- Determining when this accommodation is reasonable is the same as determining who is eligible for other accommodations.
- Following the procedures required by the Office for Civil Rights, the US Department of Education, and AHEAD, the international association establishing best practices for issues of disability and higher education, decisions regarding Reduced Course Load/Full Time Status are made on a case-by-case, semester-by-semester basis.
- Accessibility Specialists determine if a student is eligible each semester based on the following criteria:
  - The student’s disability(s) and how they impact his or her learning;
  - Recommendations provided by independent, outside, professional documentation;
  - Course requirements and how they impact the student’s disability(s);
  - An “interactive dialogue” with the student to assess his or her request for fulltime status.
- It is easy to see how eight credits in Biology and Accounting might be considered fulltime for a student who is blind or a student who has quadriplegia. The same accommodation, however, might be considered reasonable for a student with a language-based learning disability, attentional issues, an executive functioning issues taking nine liberal arts credits.
- Students are not eligible for Full Time Status/Taking a Reduced Course Load because of employment requirements. Students taking a reduced course load do not receive fulltime financial aid.
Reduced Course /Load Fulltime Status

MEMORANDUM

To: Office of the Registrar

From: _____________________________________________________, Disability Specialist

Date: _______________________________________________________

Re: Full-time Status/Reduced Course Load for _________________ Semester

________________________________________________________ (ID# ________________________) has a documented disability and is entitled to take a reduced course load while maintaining his/her status as a full-time student. Please consider this student a full-time MassBay Community College student. Thank you.

(Registrar Copy, Student Copy, File Copy)

JWO Spring 2020