



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.
- Disability 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.



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Wellesley Hills Campus
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Wellesley Hills, MA 02481

Framingham Campus
19 Flagg Drive
Framingham, MA 01702

ACADEMIC ACHIEVEMENT CENTER Disability Resources

Wellesley Hills Campus: Office 216 Phone 781-239-2234
Framingham Campus: Room 306 and 306A Phone 508-270-4267

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