

Policy Number: LODS Policy 5.00
Department: Disability Services
Subject: Reduced Course Load as Full-Time (Full-Time Equivalency)
Date: May 21, 2010
Policy for: Office of Disability Services-Lancaster Campus
Procedure for: Office of Disability Services-Lancaster Campus
Authorized by:
Issued by: Office of Disability Services

I. Policy

The purpose of a reduced course load as full-time enrollment equivalency accommodation (full-time enrollment equivalency) is to allow a student with a disability to enroll in fewer courses during a semester while being recognized as a full-time student. The reduced course load increases the chances that the student will successfully complete the semester. Full-time status can help facilitate services or benefits that are affected by enrollment hours. These include Financial Aid, Scholarships, Housing, insurance, etc.

Approval of a full-time enrollment equivalency means that, with the appropriate letter from the Office of Disability Services (ODS), a student will be recognized as a full-time student while enrolled in fewer than 12 credit hours. In general, the approved number of credit hours for full-time enrollment equivalency is nine (9) hours. The ODS determines eligibility and accommodations for reduced course load as full time equivalency on a case by case, semester by semester basis.

II. Procedure

To use the full-time equivalency accommodation, a student must first register as a student with a disability through the ODS. Once the student is registered with the ODS, he/she must submit a letter stating the reason for the request of full-time equivalency accommodation, including the specific factors that make it difficult for the student to enroll in more than nine hours of course work. The ODS staff will determine if the student qualifies for a reduced course load and inform the student that he/she qualifies via a letter mailed to the student's address as provided on the "USC Lancaster Disability Services Office Request for Services". Once the student receives this letter he/she is responsible for contacting the ODS Office to schedule a meeting in which he/she will be given a letter stating that the accommodation has been granted. If the student needs additional letters to give to various offices, such as Admissions, Financial Aid, or insurance companies, the student may request those letters at the time of the meeting. Letters will only be for the current semester in which the student is enrolled. Students will have to request the letters for subsequent semesters, and it is the student's responsibility to deliver the letters and manage necessary follow-up with offices requesting the letters. Even if a student presents the letter, various factors may affect the student's eligibility for services such as insurance, financial aid, and scholarships.