Policy and Procedures for Reduced Course Loads
for Students with Disabilities

1) Students applying for reduced course loads must be making satisfactory progress as a Haven Indian Nations University student. This would mean that the student has not been academically dismissed or placed on academic probation. In addition, the student’s schedule must show that they are enrolled in classes that demonstrate definite progress towards the completion of their course of study. Only the Vice-President for Academic Affairs may waive this requirement.

2.) All other rules and regulations of the university will still apply.

3) An Application for a Reduced Course Load form is to be completed and submitted to the Disability Support Services (DSS) Coordinator with supporting documentation of a disability. Supporting documentation must include a diagnostic evaluation from an appropriate professional that is recent enough to evaluate the current impact of the disability or equivalent supporting documentation (see attachment 1).

4) The Coordinator evaluates the documentation and the request in terms of the impact of the disability and the demands of the student’s current or proposed schedule and submits his recommendation to the Academic Support Center Director and the Vice-President for Academic Affairs for approval. The Vice-President for Academic Affairs shall make the final decision concerning a student’s request for a reduced course load. The reduced course load, when approved, shall last no longer than one semester. Any subsequent reduced course loads will need the approval of the Vice-President for Academic Affairs.

5) If the request is denied, the student may appeal the decision through the standard accommodation grievance procedures. Refer to the Disability Support Services Program Guidelines.

6) If the request is approved, the potential consequences of the reduced course load on progress towards graduation, financial aid, athletics, etc. will be explained to the student by the Coordinator. The Coordinator will indicate the approved reduced course load and explain that this credit load will be considered as the students minimum credit load for full-time status for the semester in question and that he/she can not drop below this without placing their full-time status in jeopardy.

7) No student applying for a reduced course load with full-time status will be approved for less than 9 credit hours per semester.

8) The student, DSS Coordinator, and Vice-President for Academic Affairs will sign the Reduced Load Approval Form. Copies are sent to the Vice-President for Academic Affairs, Academic Support Center’s Director, Dean of Student Services, Registrar, Director of Admissions, Director of Housing, Director of Food Services, Director of Financial Aid, Business Office, appropriate academic dean, the student’s advisor, and the student (see attachment 2).
9) At the agreed upon credit load the student will be considered as full-time and entitled to all of the services, benefits, rights and privileges of full-time status (please note athletic regulations below).

10) The National Association of Intercollegiate Athletics (NAIA) regulations, which Haskell is a member of, state that a student-athlete must be enrolled in a minimum of 12 credit hours while participating in a sport. This regulation would apply to a student requesting full-time status with a reduced course load.

11) The student will be billed as a full-time student. All regular charges will apply.

12) The Vice-President for Academic Affairs shall make any decisions regarding the extension of time limits for degree completion as a result of reduced course loads.

13) Based on the reduced credit load the student's financial aid will be adjusted. Within the limits of Federal financial aid regulations every effort will be made to ensure that the student does not incur additional costs.

14) Please refer to the attached flow chart which illustrates the steps involved with applying for and receiving approval for a reduced course load (see attachment 3).

Approved by University Council, May 17, 2005
Approved by Faculty Senate, April 21, 2005

This document was developed by:
Perry Graves, Coordinator
Disability Support Services
132 Tommaney Hall
Ext. 258
April 5, 2005
Application for a Reduced Course Load

Date: __________________________

Name: __________________________ Student ID Number: __________________________

Please list the class(es) that you would like to be enrolled in for the ______ semester below:

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<th>Class Number</th>
<th>Name of Class</th>
<th>Day of Week and Time Class Meets</th>
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Due to disability impairments I am requesting that I be allowed to take a reduced course load but still be granted full-time status. I also certify that I have been given a copy of the Policy and Procedures for Students Taking Reduced Course Loads and have read, understand, and agree with the policy and procedure's terms.

________________________________________________________
Applicant's Signature

________________________________________________________
Date

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REDUCED COURSE LOAD APPROVAL

Mr./Ms. ________________ (Student ID#__________________) has a documented disability that has been reviewed by the Disabilities Support Services Coordinator, The Academic Support Center Director, and the Vice-President for Academic Affairs. The impact of the disability has been reviewed in the context of his/her proposed/current schedule and it has been determined that a reduced course load is a reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Mr./Ms. ________________ will be registering for /dropping to ______ credits for the semester. The accommodated course load of ______ will be treated as his/her minimum credit load for full time status and entitle him/her to all of the rights, privileges, benefits, services, and responsibilities of a full-time student as given within the Policy and Procedures for a Reduced Course Loads.

The DSS Coordinator has explained the potential impact that the reduced credit load may have on time until completion of his/her degree, financial aid, and athletics.

__________________________   ______________________
Student’s Signature            Date

__________________________   ______________________
DSS Coordinator’s Signature    Date

__________________________   ______________________
Academic Support Center Director’s Signature   Date

__________________________   ______________________
Vice-President for Academic Affair’s Signature   Date

cc:   Vice-President for Academic Affairs
      Academic Support Center Director
      Dean of Student Services
      Registrar
      Sports Director
      Director of Admissions
      Director of Housing
      Director of Food Services
      Director of Financial Aid
      Business Office
      (Appropriate Academic Dean)
      Student’s Advisor
      Student
Reduced Course Load Policy and Procedures for Students with Disabilities

Flow Chart of Procedures

Please note: If the student's request for a reduced course load is not approved during any step of the procedures the DSS Coordinator will notify the student in writing of the decision and the reason(s) why. The student may appeal the decision through the standard accommodation grievance procedures.

1. **STUDENT WITH A DISABILITY MEETS WITH THE DSS COORDINATOR AND REQUESTS AN APPLICATION FOR A REDUCED COURSE LOAD (ARCL).**

2. **THE DSS COORDINATOR PROVIDES THE STUDENT WITH A COPY OF THE POLICY AND PROCEDURES FOR REDUCED COURSE LOADS FOR STUDENTS WITH DISABILITIES AND EXPLAINS THE POTENTIAL IMPACT THAT A REDUCED COURSE LOAD MAY HAVE UPON THE STUDENT.**

3. **ARCL IS COMPLETED BY THE STUDENT AND SUBMITTED TO THE DSS COORDINATOR WITH SUPPORTING DOCUMENTATION.**


5. **THE DSS COORDINATOR INDICATES HIS APPROVAL BY SIGNING THE REDUCED COURSE LOAD APPROVAL FORM AND FORWARDING IT TO THE ASC DIRECTOR AND THE VP FOR ACADEMIC AFFAIRS FOR THEIR APPROVAL AND SIGNATURES.**

6. **THE STUDENT WILL SIGN AND BE GIVEN A COPY OF THE REDUCED COURSE LOAD APPROVAL FORM. COPIES WILL BE SENT TO THE VARIOUS OFFICES INDICATED ON THE FORM.**