

Procedures for Reduced Course Loads While Maintaining Full-Time Status

Any student with a documented disability is eligible to apply for special status, which if approved, allows him/her to take a reduced course load while maintaining full-time status. Each request for a reduced course load will be reviewed on a case-by-case basis.

No student applying for a reduced load with full-time status (hereafter RL/FT) will be approved for less than nine (9) credits per semester during the fall and spring (4 credits during the summer).

Incoming students may apply for a reduced course load upon acceptance to the college. Current students who wish to apply for this status change mid semester are considered special case circumstances. These applications will be reviewed individually, and the designation of this special status may be deferred to the following semester.

The following criteria also apply to this special designation:

1. RL/FT students must maintain satisfactory academic progress standards as defined by the Parkland College catalog.
2. The reduced credit load will result in an adjusted financial aid package. All students seeking a reduced course load are strongly advised to speak with Parkland College's Financial Aid department prior to requesting RL/FT status. Federal Pell Grants are prorated based on the number of credit hours taken. A RL/FT student can take as few as three credit hours and still be eligible for a Pell Grant. In addition, a reduced course load may affect a student's eligibility for loans, and/or scholarships.
3. Requirements for continuation of funding through Department of Human Services – Division of Rehabilitation Services (Vocational Rehabilitation) may differ. The student must contact his/her DHS-DRS counselor to determine how a reduced course load will impact this funding.
4. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section 4.J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads. Any athlete desiring this special status through NJCAA should make this request prior to the start of the semester in which it will apply.
5. Approval of RL/FT status through Parkland College does not guarantee insurance coverage. Acceptance of full-time status should be verified with your medical insurance provider.

Application process:

1. Applications for reduced course loads must be submitted to the Coordinator of Disability Services with supporting documentation.
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Office of Disability Services in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.
3. RL/FT students should consult with the Director of Counseling and Advisement regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. The RL/FT student will be required to sign the Reduced Course Load Approval Form, which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
5. When RL/FT status is granted by the Coordinator of Student Support Services, a copy of the Reduced Course Load Approval Form will be sent to the Director of Admissions and Enrollment Management, the Director of Counseling and Advisement, and the Director of Financial Aid.

If a student's application for reduced load status is denied, the student may appeal the decision through the standard grievance appeal procedures for students with disabilities.