Reduced Course Load Policy and Procedure

Document Number: ACSP-0010 **Date Published(sys):** 8/14/2025

General Description

Policy Summary:

The University recognizes that there may be times when a qualified student with a disability may need to reduce their course load to meet disability-related needs. This policy, in accordance with the Americans with Disabilities Act of 1990, establishes that exceptions to standard registration course loads and expectations can be made on a case-by-case basis as a reasonable accommodation, allowing the student to maintain full-time student status at a lower course load.

Purpose:

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act stipulate that reasonable and appropriate modifications to student expectations should be made provided the individual requesting such modifications can indicate the presence of disability-related rationale that limits a major life activity.

Scope:

Students with disabilities who are otherwise qualified and registered with Student Accessibility Services, and any university employee who is tasked with implementing accommodations approved by Student Accessibility Services.

Policy Content

Introduction

Students with certain disabilities might be eligible to take a reduced course load as an accommodation. This determination is made by Student Accessibility Services through an interactive consultation with the student and review of appropriate documentation and other supportive materials for the request.

Parameters of Reduced Course Load

Registration

A reduced course load is **less than twelve (12) credit hours** per semester for undergraduate students and **less than nine (9) credit hours** per semester for graduate students as indicated in the Trinity University Courses of Study bulletin.

Under no circumstances will a reduced course load be recommended for credit hours totaling less than half time.

Full-Time Student Benefits

Each University office will determine which administrative benefits if any, students may be eligible to receive based on the recommendation for a reduced course load. **A SAS recommendation for a reduced course load does not apply to or exempt a qualified student from meeting satisfactory academic progress requirements established by the University or department/degree program**. Students should consult with their academic adviser to ensure they are meeting these standards.

Students are strongly encouraged to request a reduced course load as an accommodation prior to the first week of any semester to facilitate campus services that would be significantly affected otherwise: Office of the Registrar, Financial Aid, International Student Services, Residential Life, Health Services, etc. Students should consult the office(s) which could significantly affect the provision of campus services prior to reducing their course load to protect their services from being affected by any potential impact. SAS will provide the student with a letter certifying that the reduced course load is a valid ADA accommodation. A letter in support of a reduced course load accommodation from SAS will not override the policies of any particular agency, office, or department.

Deadline

A reduced course load **must** be arranged prior to the Add/Drop deadline. Any requests for reducing course load after the deadline are considered a late drop. Students who need to reduce their course load after the deadline must have the approval of the Associate Provost: Student Success. **Late drops are not disability accommodations.**

Student Responsibilities

- The student must register with Student Accessibility Services by following the appropriate procedures.

- The student must provide Student Accessibility Services with the appropriate documentation validating the request for a reduced course load.

- The student must request a reduced course load with Student Accessibility Services as an accommodation prior to the Add/Drop deadline, highlighting the impact of the disability and the demands of the student's current or proposed schedule.

- If the request is approved, the student is responsible for forwarding the letter approving the reduced course load from SAS to any agency, office, or department (University or non-University) which may be impacted due to the reduced course load decision.

Student Accessibility Services Responsibilities

- Student Accessibility Services will verify that a student who requests a reduced course load is registered with SAS and eligible to receive this accommodation.

- If the request is approved, Student Accessibility Services will share with the student the potential consequences of the reduced course load on progress toward graduation, financial aid, billing, etc.

- Student Accessibility Services will provide the student with a letter in support of the reduced course load accommodation to be provided to any appropriate campus entities and agencies.

  Student Accessibility Services will indicate on the letter the approved reduced course load and explain that this credit load will be considered as the student's minimum credit load for full-time status for the semester in question and that they cannot drop below these hours without placing their full-time status in jeopardy.

Performance Evaluation

Consequences of Policy Violation:

Students who have not been approved for a reduced course load as an accommodation are subject to all appropriate policies and penalties for maintaining a course load below 12 credit hours as defined by their corresponding University Course Bulletin.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Reasonable Modification	Students approved for accommodations are held to the same standards as their peers and must continue to meet all course objectives and expectations as set by their instructors in the syllabus. "Reasonable and appropriate" refers to the nature of an accommodation, adjustment, and modification made that reflects the student's ability to still meet the course objectives and expectations.
Reduced Course Load	An approved reasonable modification to allow a student to maintain full-time student benefits at a course load below the threshold for such consideration.

Related Documents

Related Content:

For the current Trinity University Courses of Study Bulletin, please see this link.

Revision Management

Revision History Log:

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v2.0	8/12/2025 12:46 PM	Pamela Mota
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Vice President Approval:

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