



ACCESSIBILITY AND DISABILITY RESOURCE CENTER *The UNIVERSITY of OKLAHOMA*

Reduced Course Load Process

Purpose and Scope

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination based on disability and establish that academic adjustments to standard course loads may be appropriate on a case-by-case basis as a reasonable accommodation for qualified students with disabilities.

A Reduced Course Load approved by the Accessibility and Disability Resource Center (ADRC) allows a student the opportunity to enjoy all the benefits afforded to a full-time student as applicable while being enrolled in less than 12 credit hours. This means they can benefit from all resources afforded to full-time students, including full participation in and access to programs, services, activities, and facilities which the university controls.

Undergraduate Students

Students with disabilities that significantly impact their ability to complete a full-time course load may be eligible for a reduced course load. This accommodation allows students to enroll in less than full-time (12 credit hours) while maintaining full-time student status. For undergraduate or non-degree students, full-time status is defined as 12 or more credits per semester (Fall/Spring), half-time status is 6 to 11 credits per semester (Summer). For graduate students, full-time status is defined as 9 hours or more credits per Fall/Spring, half-time status is 5-8 credits for the Summer.

Important Financial Aid Considerations:

While a reduced course load accommodation maintains full-time status at the University it may have an impact your Federal Financial Aid package. Students approved for this accommodation must meet with the [Student Financial Center](#) to discuss how the reduced course load will affect their individual financial aid (e.g., Pell Grant, [GI Bill Benefits](#), [Scholarships](#), and Federal Financial Aid). Federal financial aid credit requirements are determined by external regulations and are not controlled by The University of Oklahoma (OU) or the Accessibility and Disability Resource Center (ADRC).

Process:

- Students must request a reduced course load, good for one semester only, through the ADRC and provide supporting medical documentation. In addition to the ADRC documentation guidelines, the student should provide a detailed narrative from the treating professional about the student's functional limitations, the impact of their disability and how they substantially impact their ability to take a full course load.
- Students must submit their request for a Reduced Courseload no later than two weeks prior to the start of the semester. [Academic Calendars](#)
- After the ADRC approves a reduced course load, they will notify the University of Oklahoma's [Student Financial Center](#).
- Students are then responsible for meeting with the OU [Student Financial Center](#) to understand the implications for their specific situation.
- Students must request reduced course load each semester they plan to utilize the accommodation.
- The ADRC reserves the right to request updated documentation for continued approval of Reduced Course Load.
- Reduced courseload ***cannot be used retroactively***.

International Students:

International students may not be eligible for this accommodation due to visa requirements. Please contact [International Student Services](#) directly to discuss your individual circumstances.

Graduate Students

Graduate students should contact the [Graduate College](#) directly to discuss and implement position, additional steps through [OU Human Resources](#) may be required due to employment considerations.

Appeal Process

In the event of a dispute regarding the sufficiency of supporting documentation, or the denial of a reduced course load as an accommodation, the student may begin the appeals process by submitting a Letter of Appeal to the ADRC Director within 10 business days of the date of such decision.

The Letter of Appeal must include:

- Name and University ID number of appellant
- Basis for the appeal

- The remedy or relief sought
- Any supporting information

Upon receipt of the Letter of Appeal, the ADRC Director will review the appeal, make a determination and notify the student of the determination in writing within 10 business days of the receipt of the appeal.