



**Policy Title:** SA8006 - Reduced Course Load/Full Time Status for Students with Disabilities

**Subject Area:** Student Affairs

**Responsible Official(s):** Vice President for Student Academic Success

**Responsible Office(s):** Disability Resources for Students

## Policy Statement

To provide full-time status to students with significant disabilities who, as a direct result of disability, are unable to carry a full course load and to enable them to participate fully in the benefits and privileges afforded to full-time students.

## Policy

Undergraduate students with disabilities may request full-time status while taking a reduced course load. If approved, this would allow the student to take a reduced course load of not less than nine (9) hours while maintaining a full-time status so long as such reduced course load does not affect the academic integrity of the program in which a student is enrolled.

Reduced course load/full-time status (RCL/FTS) may be approved on a permanent or temporary basis. If temporary, the student must place a new request and be re-evaluated at the end of the temporary period to determine if the impact of the student's disability in relation to the demands of their course schedule is an ongoing issue.

Students approved for RCL/FTS are entitled to all University services and privileges afforded to full-time students, except in situations controlled by external entities not bound by this policy.

If the student drops below the approved number of hours for RCL/FTS, the full-time status will no longer be in effect.

Students approved for RCL/FTS are held to the same academic requirements and standards for satisfactory academic progress that applies to other students.

Confidentiality of disability information is protected by the Americans with Disabilities Act and records pertaining to the RCL/FTS are subject to FERPA regulations.

## Procedures

### **Impact of Reduced Course Load Notification**

Students approved for RCL/FTS are entitled to all University services and privileges provided to full time students. However, there may be some services and privileges not subject to this policy. Once a student expresses interest in requesting RCL/FTS, the student's coordinator will provide them with RCL/FTS Statement of Understanding that lists circumstances not subject to this policy that may be impacted by a reduced course load. It is the responsibility of the student to investigate how they may be impacted by carrying less than 12 hours prior to placing their request for RCL/FTS.

### **Complete the Request for Reduced Course Load/Full-Time Status Form**

The Request for Reduced Course Load/Full-Time Status Form can be obtained by contacting Disability Resources for Students (DRS) at 901-678-2880 or [drs@memphis.edu](mailto:drs@memphis.edu). Students may also contact their DRS coordinator directly to get the form. The student must submit the completed form along with a signed copy of the RCL/FTS Statement of Understanding to their DRS Coordinator by the appropriate deadline.

### **Submit Supporting Documentation**

In addition to the RCL/FTS Form, students should submit supporting medical and/or psychological documentation that is recent enough to evaluate the current impact of the disability. Other applicable supporting documents may be provided with the application in addition to the medical and/or psychological information (i.e., letter from a professor, advisor, or tutor who has first-hand knowledge of the need for a reduced course load, Individualized Educational Plan, 504 plan, etc.). Depending on the nature of the disability, the student may or may not be asked to provide updated medical and/or psychological information for re-evaluation in subsequent semesters.

### **Deadlines**

The deadline for requesting RCL/FTS is 1 week prior to the last day of the withdrawal period of the semester in which the student wishes to have the course load reduced. The Request Form and all supporting documentation must be received in DRS by this date.

### **Evaluation and Determination**

The DRS coordinator will submit the student's request form and supporting documentation, along with a recommendation for approval or disapproval, to the Director of Disability Resources for Students. The director will evaluate the application and supporting

documentation in terms of the impact of the disability and the demands of the student's proposed schedule and will determine if the request is justified.

### **Notification of Approval**

If the Director of Disability Resources for Students approves the request, the students' DRS coordinator will notify them and their academic advisor of the approval.

The Director of Disability Resources for Students will provide notification of the RCL/FTS approval to the following entities: Director of Financial Aid, Dean of Students, the student's advisor and, when applicable, the Director of Athletic Academic Services.

### **Notification of Denial**

If the request is denied, the Director of Disability Resources for Students will notify the student in writing of the denial and the reason(s) for such.

### **Appeal**

If the student feels a denial of their request constitutes a barrier to their access to the University of Memphis or discrimination on the basis of disability, they may file a complaint with the Office for Institutional Equity.

## **Related Documents, Policies and Forms**

[Request For Reduced Course Load/Full-Time Status Form](#)

**Last Revision Update Log: 11/12/2024**

SA8006 – revised June 23, 2023

SA8006 – revised May 5, 2021

SA8006 supersedes UM1355

UM1355 – Issued: May 3, 2011