

POLICY ON ELIGIBILITY OF STUDENTS TAKING REDUCED COURSE LOADS WHILE MAINTAINING FULL-TIME STATUS

All students with disabilities, including those with physical, learning, psychological, and medical disabilities, are eligible to apply for a reduced course load with full-time status, which if approved, allows them to take a reduced course load while maintaining full-time status.

The recommended course load for students applying for reduced load with full-time status is 1.50 units per semester. However, all requests are reviewed on a case-by-case basis by the Director of Student Accessibility and Support Services (SASS). In cases where an advisable course load is less than 1.50 units, a petition may be required for review by the Committee on Academic Standards (CAS).

Students who wish to request this status should do so prior to the first day of classes for the semester in which this status is sought. Students who request this status once the semester has commenced must do so within the first 7 class days, and are expected to continue in regular course loads until the change in status has been approved. Reduced course loads will not be considered after the first 7 class days without a petition.

Status Conditions

1. Students approved for reduced course loads with full-time status (hereafter referred to as “RCL/FT students”) must maintain progress towards degree. Students are expected to pass a minimum of 1.50 units during a regular semester and average no less than 3.00 units passed during any two consecutive regular semesters.

The Director of SASS may, based on documented need, approve a course load below the recommended 1.50 units. In such cases, the Director of SASS, in conjunction with CAS, the Provost’s Office, and the Academic Advising Office will assess progress towards degree.

Students requesting a reduced course load of less than 1.50 units for more than 2 consecutive semesters, will need to submit a petition to CAS for review. In such a petition, students will need to address the 8-semester residency requirement necessary for the Kenyon degree.

2. RCL/FT students will be billed as full-time students. All mandatory charges will apply.
3. RCL/FT students are entitled to all the housing and services available to full-time students.
4. The reduced credit load will potentially result in an adjusted financial aid package.
 - a. Federal Direct Loan Eligibility: Federal Direct Loans are prorated based on the number of credit hours taken. A RCL/FT student can take as few as 1.50 units and still be eligible for a prorated Federal Direct Loan.
 - b. Federal Pell Grant Eligibility: Federal Pell Grants are prorated based on the number of credit hours taken. A RCL/FT student can take as few as 1.50 units and still be eligible for a prorated Federal Pell Grant.

- c. Kenyon Institutional Financial Aid: Kenyon Institutional Financial Aid will be awarded to students taking a reduced course load, but who maintain their full-time status because of a recognized disability. Kenyon students are eligible for a maximum of eight semesters of institutional need-based financial aid and/or institutional merit-based financial aid from Kenyon College.
5. Institutional Student Health Insurance: RCL/FT students will be able to obtain health coverage through the institution. However, they will be required to pay the same amount as regular full-time students, and they must meet all other eligibility requirements.
6. National Collegiate Athletic Association (NCAA), Division III: *Regulations*, Section 14.1.8.1.7.1 states: "The Management Council may waive the *12 hours requirement for a student athlete when objective evidence demonstrates that the institution defines full-time enrollment for that student athlete to be fewer than *12 hours to accommodate the student's education-impacting disability." (*12 hours equates to 1.50 Kenyon units.)

Request Process

1. Requests for reduced course loads should be submitted to the Director of SASS with supporting documentation prior to the first day of classes for the semester in which this status is sought. Any requests made once the semester has commenced must be submitted within the first 7 class days. Students are expected to continue in regular course loads until the change in status has been approved. Reduced course loads will not be considered after the first 7 class days without a petition.
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the documentation guidelines set forth by SASS in order to evaluate the current impact of the disability in regards to the request. This status is not automatically renewed. Students are required to request this status every semester.
3. The Director will evaluate the documentation to determine the impact of the disability on the student's ability to carry a full course load. The student will be asked 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.

Confirmation of all approved reduced course load requests will be sent to the Registrar, the Dean for Academic Advising and Support, the student, the faculty advisor, and other necessary parties as applicable, including the Student Accounts Manager and the Director of Financial Aid.

4. The reduced course load accommodation approved by the Director of SASS will be reviewed by the Dean for Academic Advising and Support. The Dean for Academic Advising and Support will outline for the student the proposed reduced load and explain to the student the consequences for making progress toward meeting graduation requirements. The student is responsible for contacting Student Accounts regarding billing questions, and the Financial Aid Office regarding financial aid questions.
5. A reduced course load accommodation applies only for the requested semester. If the student wishes to drop below the approved reduced course load at any time during the semester, the student will need to consult with the Director of SASS and submit a petition to CAS to withdraw from single or multiple courses due to incapacity or illness (WI).
6. If a student's application for reduced load status is denied, the student may appeal the decision through the standard grievance appeal procedures outlined on the SASS website.

REDUCED COURSE LOAD APPROVAL FORM

_____, Student ID # _____, has a documented disability that has been reviewed by the Director of Student Accessibility and Support Services. The Director and the Dean for Academic Advising and Support have reviewed the impact of the disability in the context of the student's proposed schedule and determined that a reduced course load is a reasonable accommodation under Section 504 and/or the Rehabilitation Act and/or the Americans with Disabilities Act.

The student may register for no fewer than _____ credits for the current semester. The accommodated course load will be treated as the student's minimum course credit load for full-time status, entitling the student to all the benefits and services of a full-time student.

I acknowledge that I have read the Policy on Eligibility of Students Taking Reduced Course Loads while Maintaining Full-Time Status, and have listened to the Director explain to me the potential impact of taking a reduced load on making sufficient progress toward meeting graduation requirements, billing, and financial aid.

I understand that if any time during the semester I drop below the accommodated minimum course load, I lose my full-time status and accept all the consequences which that change entails. In accepting reduced load/full-time status (RCL/FT), I hereby accept these conditions and restrictions.

Student

Date

Director of Student Accessibility and Support Services

Date

Dean for Academic Advising and Support

Date

- Cc: Dean of Students
 Registrar
 Student Accounts Manager
 Director of Financial Aid
 Faculty Advisor
 Other Necessary Parties