Westminster College recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student’s course of study and without compromising the integrity of any student’s degree. The college intends all of its graduates to master course competencies and to complete courses required by the board for graduation.

For some students with a disability, accommodations and alterations of course delivery will not be enough for them to be successful taking a full course load (12-16 credits) during a semester. For these students, a reduced course load will be individually considered under the conditions described below.

If a student with a disability has either

• attempted a full semester and discover that receiving accommodations for a courses is insufficient to enable them to successful complete a semester as a full-time student.

   OR

• sufficient documentation that they have a disability so severe as that attempting to be a full-time student would have them be unsuccessful in all of their classes.

that student may submit a petition to the Director of Disability Services.

1. Requests for reduced course loads need to be submitted to the ADA Coordinator via the Disability Advisor for the student. These requests need to be submitted in writing with supporting documentation which must include a diagnostic evaluation from an appropriate professional that is recent enough to evaluate the current impact of the disability. (Obtain a copy of Guidelines for Documentation from a Disability Advisor.)

2. Requests must be made in a timely manner before the beginning of the semester in question. Approval for reduced course load requests will not be made retroactively.

3. The ADA Coordinator or Disability Advisor takes these requests to the Academic Accommodations Committee which evaluates the documentation and the request in terms of the impact of the disability and the demands of the student’s current or proposed class schedule.

4. If the request is denied, the student may appeal the decision through the standard disability grievance procedure. (Obtain a copy of the Grievance Process from your Disability Advisor or the ADA Coordinator)

5. If the request is approved, the potential consequences of the reduced course load on progress towards graduation, billing, etc. will be explained to the student by the ADA Coordinator or the Disability Advisor who will indicate the amount of the reduced course load approved. This credit
level will be considered only for the semester(s) in question and if the student drops below this credit level he/she will be considered part time.

6. The student, ADA Coordinator and/or the Disability Advisor sign the Reduced Credit Load Approval form. Copies are sent to all offices and personnel deemed appropriate. The ADA Coordinator will maintain the files and records relating to these requests and include pertinent information in the student’s disability file.

7. Accounts Receivable will adjust the student’s tuition bill. For approvals dated before the end of the official drop period for the semester in question, Westminster will prorate the student’s tuition based on the enrolled credit load and per credit charges if the adjustment results in a figure lower than full time tuition. Other charges (i.e. activity fees, room, board, etc.) are not affected by this accommodation. Students taking fewer than 12 hours during Fall or Spring semesters will not be eligible for free May term credits.

8. Financial Aid will allow a student who has received a reduced credit load accommodation to apply for/keep full time scholarships (or equivalent institutional awards) for the academic year that follows this accommodation. The scholarship(s) will be awarded on a prorated basis.

9. Based on the billing adjustments and reduced credit load, the student’s financial aid package will be adjusted. Within the limits of Federal financial aid regulations, every effort will be made to ensure that the student does not incur additional costs. The student must meet with the Director of Financial Aid for a review of an updated financial aid award.

10. If the student wishes to extend the request for a reduced course load beyond the period initially approved (one academic year), this request must be made in writing to the Disability Advisor. The Disability Advisor may request updated documentation from the student. The Advisor will forward the request to the ADA Coordinator for review. The Coordinator may approve the request or may ask the Academic Accommodations Committee to review it again.