

## Reduced Course Load Accommodation Agreement

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**V#** \_\_\_\_\_ **Telephone** \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_

**REASON FOR REQUEST:**  **A+ Recipient**  **Scholarship Recipient**  **Other** \_\_\_\_\_

**Term:**  **Fall**       **Spring**       **Summer**       **Winter**      **20** \_\_\_\_\_

**Total Credits Attempted this semester** \_\_\_\_\_ **Total Credits Earned to Date** \_\_\_\_\_

Students of varying financial and educational statuses are required to pursue a full course of study during every fall and spring semester. For undergraduate students, the federal regulations specify 12 credit hours as full-time each semester to receive funding for fall and spring terms, six credit hours for summer term. A summary of the full-time study requirements for students can be located in the Jefferson College General Catalog.

In certain situations, students may be authorized to carry a reduced course load. These situations are severely limited by federal and state regulation. The authorization of a reduced course load may be made **ONLY** through Disability Support Services. A student whose documented disability requires that he/she take a reduced course load may be eligible to receive funding with less than full-time status under Title II requirements of the ADA; however, a minimum of six hours is mandatory. Approval of this accommodation will be made by the Jefferson College Accommodations Subcommittee.

A student may be authorized each semester for a reduced course load. To determine whether you qualify, please consult with Disability Support Services. If you are eligible, DSS will provide further instructions about the necessary documentation.

### Important Reminders

- A+ Length of Eligibility expires on the earliest of:
  1. 48 months from high school graduation
  2. Receipt of an associate degree
  3. Completion of 105 percent of the required hours for the student's program of study
    - All hours, including developmental/remedial hours, taken at JC or any other A+ eligible institution
    - Hours taken at any non-eligible A+ institution that JC accepts in transfer
- Financial Aid funding is determined by student enrollment status. Funds will be adjusted to reflect such.

I acknowledge that I have read the guidelines regarding the reduced course load accommodation provided for me on this form. I believe that I meet the necessary requirements and have provided truthful documentation in support of my request. In addition, I understand that I must maintain satisfactory Financial Aid and/or A+ status during the current term.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DSS Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Staff Use Only

**Approved**       **Denied**      **Reason:** \_\_\_\_\_