

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	03-0010				
Name of Policy:	Reasonable Accommodation of Full Time Status for Part Time Student				
Date of Last Revision:	January 2024	Initial Date of Approval:	N/A	Initial Effective Date:	August 2012
Policy Owner	Dean of Students/Title IX Coordinator				
Policy/Chapter Sections					
Date of Next Review:	February 2027				

## 1.0 PURPOSE

In some instances, the University may assign full time student status as a reasonable accommodation to students who are enrolled in less than full time semester credit load (<12 credit hours per semester).

## 2.0 SCOPE

This Policy applies to students who engage with the University in the student reasonable accommodation process.

## 3.0 POLICY

The University recognizes some disabilities can have impact on student's ability to fulfill full time course load (> 12 credit hours per semester). Some students may be enrolled part time (<12 credit hours per semester) but may be eligible for full time status because of their disability.

Student must provide appropriate, current documentation to Coordinator of Student Disability Services (the "Coordinator") who may recommend to Dean of Students/Title IX Coordinator that this status be assigned. Full time status will entitle student to full access to all services, activities and institutional scholarships that would be available to any student with full time status. This assigned full time status will not allow students access to benefits and services determined specifically on basis of credit hour load, such as Federal Pell grants.

Following are steps required to grant full time status to part time student:

1. Student should have current, appropriate documentation on file with Coordinator.
2. Student must submit written request to Coordinator. Forms are available from Student Disability Coordinator in Student Success Center.
3. The Coordinator will evaluate documentation and request in light of the student's current or proposed schedule and accommodations requested by the student.
4. If the student's request is denied, the student may appeal Coordinator's decision through standard accommodation grievance procedures.
5. If the request is approved, potential consequences of reduced course load included, progress towards graduation, financial aid, billing, etc., which will be discussed and explained to student by Coordinator. The Coordinator will indicate approved reduced course load. The Coordinator

will explain what credit load will be considered student's minimum credit load for full time status for semester in question. An approved student cannot drop below minimum credit load without placing his or her full-time status in jeopardy.

6. The Coordinator will send memo to Dean of Students to notify him or her of Coordinator's recommendation for full time status. Dean of Students/Title IX Coordinator will notify Registrar, Financial Aid, Student Accounts, and Residence Life.
7. At agreed upon credit load, the student will be considered full time and entitled to all services, benefits, rights and privileges of full-time status except as set out in this Policy.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

January 2024 – minor updates: titles, changed to new format.

#### **5.0 RELATED DOCUMENTS**

None