

Policy 8.00: Full Time Status

As a reasonable accommodation for some students with disabilities, Missouri Southern will assign full time student status to students with disabilities who are enrolled in less than full time (<12 credit hours) of course work. The student must provide appropriate, current documentation to the Coordinator for Student Disability Services who may recommend to the Dean of Students that this status be assigned. Full time status will entitle the 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 the basis of credit hour load, such as Federal Pell grants.

Procedure 8.01

The University recognizes that some disabilities can have an impact on a student's ability to fulfill a full time course load. Some students may be enrolled part time but be eligible for full time status because of their disability.

The following are the steps required to grant full time status to a part time student.

1. The student should have on file current, appropriate documentation with the Coordinator for Student Disability Services. See the Policy 3.00 on Documentation.
2. The student must submit a written request to the Coordinator for Student Disability Services. Forms are available from the Student Disability Coordinator in the Student Success Center.
3. The Coordinator will evaluate the documentation and the request in terms of the impact of the disability and the demands of the student's current or proposed schedule.
4. If the request is denied, the student may appeal the Coordinator's decision through the standard accommodation grievance procedures. See Procedure 9.01.
5. If the request is approved, the potential consequences of the reduced course load on progress towards graduation, financial aid, billing, etc. will be explained to the student by the Coordinator for Student Disability Services. The Coordinator will indicate the approved reduced course load. He or she will explain that this credit load will be considered as the student's minimum credit load for full time status for the semester in question. The student can not drop below the minimum credit load without placing his or her full time status in jeopardy.

6. The Coordinator will send a memo to the Dean of Students to notify him or her of the Coordinator's recommendation for full time status. The Dean of Students will notify the Registrar, Financial Aid, Student Accounts, and Residence Life.
7. At the agreed upon credit load, the student will be considered as full time and entitled to all of the services, benefits, rights and privileges of full time status except as set out in Policy 8.00 above.