

## Reduced Course Load Accommodation

### Procedures and Guidelines

#### PROCEDURES:

1. Students must submit a request for reduced course load to SSD at [ssd@csusb.edu](mailto:ssd@csusb.edu) along with documentation from the student's provider stating the presence of a diagnosed disability or medical condition, the functional limitation(s), observations, and the benefit to the student having a reduced course load.
2. The student's SSD Counselor will engage in an interactive process with the student regarding the reasonableness of the accommodation. If a modification to unit requirements is needed, the SSD counselor will consult with the academic department/college.

#### GUIDELINES:

1. Eligibility for this accommodation is determined on a case-by-case basis through an interactive process between the student and their SSD Counselor and documentation from the student's health care provider.
2. Modification to unit requirements **must** be approved by the academic department/college. The requested accommodation may not be approved if providing the accommodation would change the nature of an academic program or a school's curriculum, including giving a student an unfair advantage over other students, lowering academic standards, and significantly altering what is required of a student to complete a class or program.
3. Reduced course load will affect the student's academic standing and federal financial aid eligibilities. Federal financial aid awards are based on unit load and will decrease if it drops below full time (12 units or more at CSUSB).
4. Any questions regarding the accommodation should be directed to SSD at [ssd@csusb.edu](mailto:ssd@csusb.edu) or the student's SSD Counselor.

**I have read and understand, and agree to follow the Reduced Course Load Accommodation Procedures and Guidelines.**

Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_