

Disability Resource Center

Student Information Sheet: Reduced Course Load

A student who cannot meet the minimum credit hour per semester standard set by his/her major, college, or the university due to the impact of a disability could be granted a Reduced Course Load (RCL) accommodation. A RCL, which must be approved by the DRC, will entitle the student to the rights and privileges of a full-time student (e.g. full access to all UF facilities, activities, programs, and services; eligibility for the Dean's List or President's Honor Roll provided the student meets GPA criteria). Additionally, academic and program advisers will work with a student with a RCL accommodation in the development of a graduation plan containing less credit hours per semester.

How to Request a RCL: A student with an accommodation for a reduced course load (less than 12 hours for undergraduate students or less than 9 hours for graduate students) must submit a reduced course load request during or immediately following the drop/add period of each semester for which she/he is taking a reduced course load, and/or upon dropping a course(s) during the semester. The request should be e-mailed to rcl@dso.ufl.edu and should include your name, UFID#, courses still enrolled in, and the number of credit hours per course (e.g. ENC1101 – 3 credits).

Financial Aid & RCL: If you receive financial aid (e.g. loans, scholarships or grants), you should contact Student Financial Affairs prior to submitting a RCL request. It is important for you to find out how taking a RCL may affect your financial aid.

Bright Futures & RCL: If you receive the Bright Futures Scholarship, you can take less than 12 credit hours per semester. Be advised, however, that you will receive funding only for the number of credit hours you are enrolled in. In order to continue your eligibility, you must earn credit for all courses you are enrolled in. You do not earn credit for grades of E, N, I, W, or U. You should still request a RCL (see 'How to Request a RCL' above). If you have additional questions regarding the Bright Futures Scholarship, you should contact Student Financial Affairs.

Student Football Tickets & RCL: If you are taking a RCL during the fall semester and want to purchase student football tickets, you must request a letter to be sent to the Ticket Office. As you prepare your RCL request (see 'How to Request a RCL' above), please add the following statement in your request: 'I need a football ticket letter'. The DRC will then generate a letter to the Ticket Office and a copy for you to present, if necessary, to the Ticket Office at the time of your purchase.

Campus Organizations & RCL: If you serve on a campus organization that requires full-time student status, contact the DRC Senior Secretary. The DRC will prepare a letter informing the Dean of Students Office that you have been approved for a RCL.

Enrollment Verification & RCL: When enrollment verification is requested by an off-campus entity, the Registrar's Office will verify that you are considered 'full-time per the Dean of Students Office'. The enrollment verification form is located at www.registrar.ufl.edu/pdf/enrollmentcert.pdf. On the form, you will check that you are requesting an enrollment verification letter. In the 'special requests/instructions' section, please indicate the following: 'Report full time per Dean of Students Office'.