Disability Resource Center --- Reduced Course Load Information Sheet

A student who, due to the impact of a disability, cannot meet the minimum credit hour per semester standard set by his/her major, college, or the university (12 hours for undergraduate students or 9 hours for graduate students) could be granted a Reduced Course Load (RCL) accommodation. A RCL, which must be approved by the DRC, will entitle the student to the same rights and privileges as other full-time students (see below). In addition, academic and program advisors will work with a student in the development of a graduation plan containing less than full-time credit hours per semester.

Financial Aid: If you receive financial aid (e.g. loans, scholarships, or grants), you should contact Student Financial Affairs prior to submitting a RCL request to find out how taking a reduced course load may affect your aid. Typically, taking a RCL will not impact your ability to receive aid. However, you will receive funding only for the number of credit hours you are enrolled in.

How to Request a RCL: For each semester you are taking a reduced course load, submit a RCL request as soon as your semester schedule is finalized. The request should be e-mailed to rcl@dso.ufl.edu and include your name, UFID#, the total number of credit hours, and whether or not you receive any scholarships (not including Bright Futures). In the subject line of the email write: RCL Request. Once approved, you will receive an email reply stating your request has been processed, which means the DRC is sending a letter to Student Financial Affairs and the Registrar’s Office to notify them of your reduced course load status.

Bright Futures Scholarship: If you receive the Bright Futures Scholarship, you can take less than 12 credit hours per semester. 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. For additional information on eligibility requirements: http://www.floridastudentfinancialaid.org/SSFAD/bf/.

Machen Florida Opportunity Scholars Program: If you are a MFOS scholarship recipient and are taking a reduced course load, you must request a RCL (see ‘How to Request a RCL’ above) so that Student Financial Affairs and the Registrar’s Office are aware of your reduced course load status.

International Students: If you are an International student, in your RCL request (see ‘How to Request a RCL’ above), please add the following statement: ‘I need a letter to the attention of Debra Anderson, International Student Services’. The DRC will then send you a RCL notification letter to give to her.

National Merit Scholarship: If you receive the NMS, in your RCL request (see ‘How to Request a RCL’ above), please add the following statement: ‘I need a letter to the attention of Gretchen Garrett, National Merit Scholarship Coordinator.’ The DRC will then send you a RCL notification letter to give to her.

Student Football Tickets: If you are registered for less than 6 credits during the fall semester and want to purchase student football tickets, in your RCL request (see ‘How to Request a RCL’ above), please add the following statement: ‘I need a football ticket letter’. The DRC will then send a RCL notification letter to the UAA Ticket Office.

Campus Organizations: If you serve in a leadership role in a campus organization that requires full-time student status, the DRC will inform the department of Student Activities and Involvement that you have been approved for a RCL.

Student Legal Services: If you would like to meet with Student Legal Services, in your RCL request (see ‘How to Request a RCL’ above), please add the following statement: ‘I need a letter to the attention of Student Legal Services.’ The DRC will then send you a RCL notification letter to bring to your appointment.

Graduate Students: If you have been appointed with either a fellowship or assistantship or if you have GatorGradCare health insurance, in your RCL request (see ‘How to Request a RCL’ above), please add the following statement: ‘I need a letter to the attention of (your graduate coordinator).’ The DRC will then send you a RCL notification letter to give to him/her. The letter will be included in your department’s petition on your behalf to the Graduate School for a reduced course load.

Enrollment Verification: If you need verification of your full-time status for an off-campus source (e.g. car insurance), please request an Enrollment Verification here: http://www.registrar.ufl.edu/enrollment.html.

President’s Honor Roll and/or Dean’s List: If you were approved for a RCL during the previous semester and/or if you took 12 to 14 credit hours and met the GPA requirement for the President’s Honor Roll (4.0) or your college’s Dean’s List, please send an email to Jim Faubel at jimrf@dso.ufl.edu. Include your name, UFID, GPA/semester, your college (if applicable), and the number of credit hours.

Other: If you need a reduced course load letter for other reasons (e.g. GI Bill, Vocational Rehabilitation), please send an email to accessuf@dso.ufl.edu. Please include your name, UFID, credit hours, and who the letter should be addressed to.