

POLICY AND PROCEDURE GUIDELINES FOR  
EXCEPTIONS TO THE DEFINITION OF FULL TIME STATUS  
FOR UNDERGRADUATE STUDENTS WITH DISABILITIES

Frostburg State University recognizes its responsibilities to students who qualify for protection under the Americans With Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973. In keeping with these responsibilities, the University will certify a student who is qualified as disabled under the law as full time while enrolled for less than 12 credits if the University determines this exception is a reasonable accommodation for the student's disability.

A student seeking an exception is required to complete the steps outlined in "Certification Procedures for Exception to the Definition of Full Time Status" available in the Office of the Provost and Disability Support Services (DSS). Specifically, the student must submit a request for exception, along with thorough documentation of his/her disabilities, to the Director of DSS. If the Director of DSS agrees that the documentation supports enrollment in less than 12 credits as a reasonable accommodation, the Director must submit a written request to the Office of the Provost specifying the number of credits DSS believes would constitute full time work for the student. If the exception is granted by the Office of the Provost, the student is required to enroll in the full number of credits specified by DSS in order to be certified full time. The Office of the Provost will notify the Offices of the Registrar and Financial Aid in writing of any exceptions to the standard full time policy. Unless otherwise stated in the approval letter from the Office of the Provost, exceptions to the definition of full time enrollment are effective for one semester. The student must request that an exception be re-evaluated each semester to determine whether this accommodation still is appropriate.

A student who is approved for an exception must personally contact the Offices of the Registrar or Financial Aid for all matters in which full time status needs to be certified or applies. The Student Information System is not configured to automatically report a student granted an exception as full time.

(Internal)