

Petition for Reduce Course Load

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Note: This form is ONLY to be used by students registered with the Disability Resource Center (DRC) or the Learning Disability Program (LDP).

Instructions: Students are usually enrolled full-time at Northeastern University (16 to 18 credits per semester) , however when a students' disability substantially limits taking a full course load, they may petition the DRC/LDP to reduced their course load. To be considered for a reduced course load students MUST schedule a meeting with their DRC or LDP Specialist for each academic term they make this request.

Deadlines to request a reduced course load (RCL) prior to the new semester are August 1 for Fall term, January 2 for Spring term & March 30 summer terms.

A student applying to take a reduced load for fewer than 12 semester hours cannot be considered a *full-time student*. Part-time, or less than part-time, students are NOT eligible for certain types of federal and state aid and should be aware that they may no longer meet the criteria for other programs, such as financial aid, scholarships, health and car insurance discounts, or dependent status. Students receiving any form of aid (grants, loans, or work study) should speak with a representative from Office of Student Financial Services to understand the individual impact of a reduced course load. Your signature below signifies that you understand these guidelines.

Steps:

1. Complete and present this form to the DRC or LDP Specialist for review and authorizing signature.
2. If you are a financial aid or loan recipient, speak with your financial aid counselor to understand how it will affect your award for the term.
3. If your RCL petition is approved you need to submit an on-line Tuition Adjustment Request at: http://www.drc.neu.edu/forms/tuition_adjustment/

I have read and agree to the above conditions for enrollment in the courses listed below.

NUID	First Name	Last Name
Local Address: Street and Apt. #	City	State, Zip
Phone	E-Mail	Expected Date of Graduation
Financial Aid Recipient <input type="checkbox"/> Yes <input type="checkbox"/> No	Semester <input type="checkbox"/> Fall <input type="checkbox"/> Summer 1 <input type="checkbox"/> Spring <input type="checkbox"/> Summer 2 <input type="checkbox"/> Full Summer	Academic Year

Course Enrollment Information Student has permission to enroll for only the following courses:				
CRN	Course Number	Section	Course Title	Credit Hours
Total Credit Hours:				

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Please list all substantially limiting disabilities on record at DRC/LDP.

- If you are registered at the DRC/LDP and your disability has changed, please attach recent medical and/or psychological documentation that will enable your DRC/LDP Specialist to evaluate the current impact of your condition on your academic performance.

Explain in your own words why you are requesting a reduced course load (RCL).

Student Signature: _____ **Date:** _____

DRC/LDP Specialist Signature: _____ **Date:** _____

Internal Office Use

Approved by:

Denied by:

Date: