



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

**Offices of Financial Aid and Business Procedures  
for Reduced Course Load Accommodation Account Adjustments**

1. The student obtains the Reduced Course Load Approval Form from the Office of Accessibility Services.
2. The student submits the Reduced Course Load Approval Form to the Business Office and the Financial Aid Office. Once the form is received the student is added to the Business Office's list of students pending adjustment.
3. Upon submitting the form, the student is advised that adjustments to the tuition and fees and scholarship will occur after the initial add/drop period for the semester. Also, if the student changes their registration in modules that occur after the initial add/drop period for the semester, the account ledger and scholarship will be adjusted accordingly.
4. After the initial add/drop period for the semester, the Business Office will adjust the student's ledger and will notify the Financial Aid Office of the percentage used in the calculation. The Financial Aid Office will adjust the student's scholarship using the percentage. All adjustments will be in accordance with the Reduced Course Load Policy for Undergraduate Students with Documented Disabilities.
5. Once the initial adjustments have been made to the students' ledgers for the semester, a list of students who received the adjustments will be communicated to the Office of Accessibility. The Office of Accessibility will confirm if any students who received the accommodation who are not registered full-time are missing from the list. If it is discovered that any students did not submit their Reduced Course Load Approval Form to the Business Office and the Financial Aid Office, the Office of Accessibility will follow up with those students.
6. The Business Office and the Financial Aid Office will review students who received the accommodation during the first week of each month of the semester to ensure any changes to the student's enrollment are identified and any required adjustments to the student's ledger and institutional awards are made timely.
7. This procedure is repeated each semester.

**Policy History:** July 20, 2023 (Adopted)

**Approved By:** Offices of Accessibility, Business, and Financial Aid.