Title: Academic Overload

Number: PR4.35

Approved by: Presidential Action

Approved Date: 09/1983

Last Review Date: 02/2021

Last Revision Date: 02/2021

Persons/Departments Affected:
Academic schools; academic advisors; students

Responsible Department:
Academic Affairs

Definitions:
Overload -- Enrollment of more than 18 credits per 16-week semester is considered an academic overload (except when the curriculum profile indicates loads of more than 18 credits). Academic overload in the summer is more than 18 total credits during the time between the conclusion of the spring semester and the start of the fall semester.

Procedure:
I. Academic Overload (see definitions above)

A. Student

1. Prepares a class schedule with assistance from his/her academic advisor.

2. If, in preparing the schedule, the student desires a course overload, the student must secure the approval of his/her school/program.

B. Academic advisor

1. Determines that the student is qualified to carry a course overload based on the student’s graduation grade point average. The academic advisor signs the student’s scheduling form if he/she is eligible.

2. Directs the student to the school/program administrator for final approval.
C. School/program administrator

Approves the student’s academic overload with a signature on the scheduling form.

D. Student

Presents class schedule with appropriate signatures during scheduling session.

E. Registrar’s Office

Verifies that signatures are correct and processes the class schedule.

Revision History:

Date: 02/2021  Eliminated reference to Advisement Center
Date: 03/2016  Clarified language relating to majors with profiles that include more than 18 credits per semester.
Date: 08/2011  Revised to new format; editorial changes
Date: 12/2001

Cross References:

Academic Overload Policy, P 4.35