

441.1 - Student Credit Load and Overload

Purpose:

The purpose of this Operational Procedure is to establish procedures for limiting the number of credits a student may attempt each semester/session. However, students may petition to enroll in more than the student credit load limit.

Procedure:

1. Student Credit Load

- a. A full-time student is one who enrolls for a minimum of 12 credits during fall and spring semester or summer session.
- b. A part-time student is one who enrolls for less than 12 credits during fall and spring semester or summer session.
- c. Students may take a maximum of 20 credits in both fall and spring semesters and 15 credits in the summer session.

2. Student Credit Overload

- a. Under certain circumstances, students may need to request to register for more than the maximum credits in each semester.
- b. Students may take maximum credits as follows:
 - i. 20 credits in the Fall semester
 - ii. 20 credits in the Spring semester (Including intersession credits)
 - iii. 15 credits in the summer session.
- c. A student must submit a Course Overload Request by the end of the second day of class during the semester for which the overload is requested.
- d. Student should not have any outstanding CampusConnection holds that would prevent course registration.



- e. Student should not have pending incomplete grades.
- f. Student should have a minimum 2.50 cumulative grade point average.
- g. Student should not have a history of withdrawing from courses during multiple semesters.
- h. Student must be taking courses that can reasonably be completed by the conclusion of the semester in which the overload is requested.
- i. Course Overload requests must be reviewed by the appropriate Assistant Dean or Dean.
- j. Registration completed by Academic Records for an approved overload request will occur only if the course is open or an appropriate override has been obtained.
- k. Exceptions for the aforementioned minimum requirements may be considered in special cases, by the Assistant Dean or Dean.

References:

[BSC Course Overload Information](#)

[BSC Course Override Information](#)

History of This Procedure:

First policy draft July 18, 1990.

Revisions – October 22, 1991; October 22, 1993; June 28, 1998; February 25, 2005; November 22, 2010; reviewed by the Operations Council on April 22, 2015 and approved by the Executive Council on April 27, 2015; this policy was revised and renamed from Prescribed Student Credit Load and Petition for Overload, reviewed by the Operations Council on November 28, 2018 and approved by the Executive Council on December 7, 2018, changed from a policy to an operational procedure as reviewed by the Campus Council on April 26th, 2023, and reviewed by the Executive Council on May 17th, 2023, approved by the President on June 8th, 2023.