



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER
	CHAPTER:	Academic Policies
	SUBJECT:	Academic Advising & Required Approvals: Overload Approval
RELATED POLICIES:	EFFECTIVE DATE:	12/23/09
	SUPERSESSSION:	
	OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	 Dr. David Svaldi President

Overload Approval

I. POLICY:

Students who wish to enroll in more than 20 credit hours must seek the approval of both their advisor and the APAA. A tuition surcharge equivalent to the hourly part-time tuition rate will be assessed for each credit hour over 15 hours.

II. PURPOSE:

The purpose of this policy is to state the approvals required and the tuition implications of an overload in credit hours above 20 hours.

III. DEFINITIONS:

- A. Advisor: A faculty or staff member who advises students regarding their academic program.
- B. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- C. Class Rank: Classification of students according to the number of semester hours of credit earned. Freshmen are students who have earned fewer than 30 semester hours; sophomores are those who have earned 30 hours but fewer than 60; juniors are those who have earned 60 hours but fewer than 90; seniors are those who have earned 90 hours or more.
- D. Earned Hours: The number of credit hours successfully completed by a student.
- E. GPA: Grade Point Average; equivalent of the cumulative scholastic average.
- F. One Stop Student Services Center: The consolidated service center of the Business office, registration, academic advising, etc, located in the Student Union Building, where students can conduct most college business.
- G. Overload: Enrolling in more than 20 credit hours per semester. Requires the approval of the student's advisor and the APAA.
- H. Records Office: The ASC Office responsible for assessing and maintaining student records.
- I. Tuition: The fees paid by a student to the college for courses enrolled in, based on the number of credit hours enrolled in.

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- J. Tuition Surcharge: Additional tuition charges paid by a student who enrolls in more than 17 credit hours. The surcharge is based on the rate per credit hour charged for part-time enrollment.

IV. PROCEDURES:

- A. The student seeking overload approval will need to obtain an *Overload Approval Form*, available from the One Stop Student Services Center, or their advisor. The following link will take you to the form: <http://www.adams.edu/records/overloadapprovalformj.pdf>
- B. The student must request that the staff at the One Stop Student Services Center, or the Records Office staff complete Part II of the form. This includes the GPA, class rank, and earned hours.
- C. The student must complete Part I of the form stating the reason for the overload and number of hours requested.
- D. The student must take the form to their academic advisor for approval.
- E. The advisor will grant or deny permission for the overload by checking the appropriate line in Part III of the form, and sign and date the form. If the advisor denies approval the student may not enroll in an overload.
- F. If the advisor approves the overload, the student seeks the approval of the APAA who grants or denies approval in Part III of the form, just as the advisor did. If the APAA denies the overload the student will not be allowed to enroll in an overload.
- G. If the APAA approves the overload the student may register for the overload. The overload approval and an add/drop sheet with the courses in question can be submitted to the One Stop Student Services Center for registration purposes. If the student chooses to register online they must first submit the Overload Approval form to the One Stop to enable registration in more than 20 hours.

V. RESPONSIBILITY:

- A. It is the student's responsibility to obtain the *Overload Approval Form*, complete Part I of the form, and seek approval from their advisor and the APAA.
- B. It is the responsibility of the records office or the One Stop Student Services Center to complete Part II of the form.
- C. It is the advisor's responsibility to assess whether the student will be able to successfully complete the number of credits they wish to enroll in and grant or deny approval appropriately.
- D. It is the APAA's responsibility to also assess the student's ability to succeed at an overload level and grant or deny approval of the overload accordingly.

VI. AUTHORITY:

VII. HISTORY:

May 23, 2006
December 23, 2009

VIII. ATTACHMENTS:

Overload Approval Form

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