Undergraduate

I. POLICY:

Students who wish to enroll in more than 20 credit hours must seek approval from their advisor. A tuition surcharge equivalent to the hourly part-time tuition rate will be assessed for each credit hour over 20 hours. Overload forms may be requested at the One Stop Student Services Center or online by going to adams.edu/records and clicking on the “Forms” link.

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. 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.

C. Earned Hours: The number of credit hours successfully completed by a student.

D. GPA: Grade Point Average; equivalent of the cumulative scholastic average.

E. 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 university business.

F. Overload: Enrolling in more than 20 credit hours per semester. This requires the approval of the student's advisor.

G. Records Office: The ASU Office responsible for assessing and maintaining student records.

H. Tuition: The fees paid by a student to the university for courses enrolled in, based on the number of credit hours enrolled in.

I. Tuition Surcharge: Additional tuition charges paid by a student who enrolls in more than 20 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://adams.edu/records/overload.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 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.

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.

VI. AUTHORITY:

VII. HISTORY:

May 23, 2006
December 23, 2009
Revised May 10, 2012
Revised November 13, 2013
Reviewed October 23, 2014

VIII. ATTACHMENTS:

Overload Approval Form
Overload Approval Form

**IMPORTANT** An overload form must be submitted when an undergraduate student wishes to take more than 20 hours in a semester. A tuition surcharge equivalent to the hourly part-time tuition rate will be assessed for each credit hour OVER 20 hours.

PART I:

TO BE COMPLETED BY STUDENT

Student Name ____________________________________________ ID#

Has requested permission to take _______TOTAL ACADEMIC HOURS during __________________________ Term Year

Reason for Overload: ____________________________________________

__________________________________________ _______________________<br>Signature Date

PART II:

OFFICE USE ONLY

Academic information is as follows:

**CUMULATIVE GPA ____CLASSIFICATION: Fresh Soph Jr Sr HOURS Earned _____**<br>(circle one)

PART III:

TO BE COMPLETED BY ADVISOR

Permission Granted _____ Permission Denied _____

Advisor: ________________________ Date: ________________________

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Please return to the Records Office RH 188 after approval has been granted.