Course Load – Undergraduate Students

I. POLICY:

The normal course load is 15-17 semester hours. A student must maintain at least 12 semester hours to be eligible for full financial aid. Students desiring to take more than 20 semester hours per semester must seek special permission from their advisor. 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. Tuition surcharges will be assessed on course loads in excess of 20 credit hours. Academic full-time status requires enrollment for 12 semester hours during any semester.

Student enrolling in fewer than 6 on-campus hours lose additional student privileges. Enrolling in less than a normal load may also effect:

- Financial Aid
- Athletic & other extra-curricular eligibility
- Degree plans and graduation date

II. PURPOSE:

The purpose of this policy is to state the number of credit hours that is considered to constitute a normal load. In addition it describes the consequences that result from taking fewer credits than the normal load, or more credits than the normal load.

III. DEFINITIONS:

A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.

B. Vice President for Academic Affairs (VPAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

C. Degree Plan: The outline of courses required for an academic degree program.

D. Full-time status: A student who is enrolled in at least 12 credit hours per semester.

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 college business.

F. Overload: Enrolling in more than 20 credit hours per semester. Requires the approval of the student’s advisor.
G. **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. Students registering for more than 20 credits will obtain the necessary permission and pay any additional tuition surcharges.

B. Students enrolling in less than 12 credits hours will determine if there are any consequences in regards to financial aid or other student privileges and accept those consequences or take action to enroll in a normal load.

V. **RESPONSIBILITY:**

A. The student is responsible for enrolling in classes and for determining any consequences to enrolling in less than, or more than a normal load.

B. The student is responsible for paying all tuition and fees related to the number of hours enrolled in, whether it be a normal load, less than normal, or more than normal load.

C. The student is responsible for any consequences resulting from the number of hours in which they are enrolled.

VI. **AUTHORITY:**

ASC General Catalog, 2006-2007

VII. **HISTORY:**

- Fall 2006
- Revised Date June 14, 2012
- Reviewed November 13, 2013
- Reviewed March 10, 2015

VIII. **ATTACHMENTS:**