Policy: Academic Credit Limits
Effective: July 1, 2019
Policy Type: Administrative
Responsible Department: Registrar Office

Policy: The institution has established typical academic credit limits to guide students in advising and course enrollment, and in some circumstances, students may request to exceed the typical semester credit limit.

1.0 There are no credit limits established for graduate and seminary programs.

2.0 A usual residential undergraduate academic load is 15 to 18 credit hours per semester, while students in many adult and continuing education undergraduate programs may have a typical academic load of 12 credits per semester. The recommended cumulative grade point average should be discussed with the student's advisor before registering for more than the standard credit hour load for a semester.

2.1 All residential undergraduate students in good academic standing may enroll in up to 11 credits per 8-week fall and spring session and up to 20 credits total per fall and spring semester. This includes regular courses and applied learning experiences.

2.2 Residential undergraduate students registering for more than 20 credits in a semester must be approved by the Registrar, and generally occurs only with students who have a 3.0 GPA or higher and are in their final semester of study.

2.3 Residential undergraduate students are permitted to register for 6-9 credits online in the summer. Registering for more than 9 online credits in the summer must be approved by the Registrar.

2.4 Any student who wants to exceed the credit hour limit should evaluate the rational for enrolling in a heavy course load and discuss their preparation for and ability to successfully complete a semester load beyond the typical full-time load. For example, discussion may include the family work/life responsibilities, the student's current GPA and previous academic performance, secondary majors and minors, employment schedule, campus leadership responsibilities, or athletic involvement. The advisor should determine the student's ability to excel at a high level, not merely at a satisfactory level.

3.0 Block pricing has been established for full-time, residential undergraduate students as 12-18 credits per semester. Students exceeding 18 credits will be billed for each credit beyond this limit.

4.0 Once a student and the advisors have discussed the student's academic needs, honestly evaluating the rationale for enrolling in a heavy course load and discussing the student's preparation for and ability to successfully complete a semester load beyond the typical full-time load, the student should complete the **Request to Exceed Term Credit Limit** form and submit it to the Registrar's office for consideration.

Form to request **Exceed Course Limits** are available on the campus portal.

Revision Process and History

- All revisions to the policy must be approved by the Chief Academic Officer.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template