



Policy Number: II.07  
Policy Level: Operating Policy  
Originally Issued: March 13, 2013  
Implementation Date: August 19, 2013  
Revised: January 13, 2016  
Reviewed: February 12, 2019  
Policy Owner: Provost/ VP Academic Affairs  
Policy Implementation: Registrar

## Course Hour Load/Course Overload

### I. Policy Statement and Purpose

This policy establishes the standards for course hour loads for full-time students attending Athens State University. These standards are based on comparable practices at other institutions of higher education, and also recognize the unique status of the University as an upper-division institution.

### II. Course Hour Load

#### **Undergraduate Students**

The course hour load for a full-time student is 12-19 semester hours for the fall and spring semesters, and 12-15 semester hours for the summer term. During semesters or terms in which compressed course formats are offered, the University reserves the right to further limit the number of hours for which a full-time student may enroll. In addition, the University reserves the right to take appropriate steps for any student placed on academic probation, including limiting the student's course load. No student may take more than 24 semester hours in a given term.

#### **Graduate Students**

The course hour load for a full-time graduate student is nine (9) semester hours in any term.

The course load for a half-time graduate student is six (6) semester hours in any term.

The maximum course load for graduate students is twelve (12) hours in any term.

### III. Course Overloads

#### **Undergraduate Students**

Under certain circumstances, course overloads may be approved for an undergraduate student, particularly when courses needed for fulfillment of program requirements are not offered in a timely fashion and where a student's graduation might be delayed. **However, under no circumstances may a student enroll in more than 24 semester hours in a given semester or term.**

To qualify for the approval of a course overload, a student must have an institutional grade point average of at least 2.50. All applications for a course overload must use the standard request form available from the Office of Admissions, and must include all information, materials, and approvals as specified on the form.



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**Special regulations pertain to students receiving veteran's benefits or financial aid: those individuals must confer with the Director of Veterans Affairs or the Director of Student Financial Aid prior to registering for a course overload.**

#### **Graduate Students**

Course overloads will not normally be approved for graduate students. In extenuating circumstances a graduate student may submit a request for an overload to the appropriate College Dean for review.

### **IV. Responsibility for this Operating Policy**

#### **A. Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Provost/Vice President for Academic Affairs as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed and updated/published in the University's Policy Library.

#### **B. Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Registrar, under the direction of the Provost/Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Support Services, and the Assistant Vice President for Enrollment Management.