

POLICY & PROCEDURES MEMORANDUM

TITLE:	STUDENT COURSE LOAD
EFFECTIVE DATE:	July 1, 2003* <i>(*Procedural Update 5/16/13; Title Updates 2/4/09; 9/22/04)</i>
CANCELLATION:	DCI 1440.1 (2/23/81)
CATEGORY:	Academic Affairs (AA)

POLICY STATEMENT

Delgado Community College has established minimum and maximum course loads for full-time students during the fall or spring semester, summer session, and intersession periods. These course loads are based on the type of semester (fall or spring semester, summer session, or intersession) and each student's academic standing.

Generally, full-time students are not permitted to be enrolled in courses beyond the number of credits that constitutes a maximum student course load for a semester, a summer session, or an intersession without prior approval—by the dean of the division housing the student's program (or his/her designee). The procedures for overriding the student course load maximum are specifically outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the number of credits constituting a full-time load as well as the maximum number of credits that a student may attempt during a regular semester (fall and spring), summer session, and intersession.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all students enrolled in credit courses at Delgado Community College.

3. **Student Course Loads**A. **Full-time Students in Good Academic Standing**

The *minimum* course load for a full-time student during a fall semester or spring semester is twelve (12) credits. Minimum full-time status during a summer session is six (6) credits. A student in good academic standing has an overall grade point average (GPA) of 2.0 or greater. A student who is in good academic standing must adhere to the following maximum course load requirements.

Fall or Spring Semester

18 credits Maximum course load; requires no special permission

19-21 credits Requires permission from the Dean of the division housing the student's program (or his/her designee)

>21 credits Requires Dean of the division housing the student's program (or his/her designee) to approve the overload and verify the student's graduation status through a degree audit. A fall/spring semester course load of over 21 credits is permitted for cases where a student can finish all requirements for a program with the overload.

Summer Session

9 credits Maximum course load; requires no special permission.

>9 credits Requires permission from the Dean of the division housing the student's program (or his/her designee)

Intersession

3 credits Maximum course load; requires no special permission.

>3 credits Requires permission from the Dean of the division housing the student's program (or his/her designee)

B. **Full-time Students on Academic Probation**

A student who is on academic probation may not enroll in course loads that exceed the maximum indicated below, unless the overload is approved by the Vice Chancellor for Academic Affairs upon recommendation and written justification by the Dean of the division housing the student's program.

<u>Fall or Spring Semester</u>	12 credits
<u>Summer Session</u>	7 credits
<u>Intersession</u>	3 credits

C. **Students on Academic Suspension**

A student on academic suspension may attend classes in accordance with the College's [Academic Status](#) policy.

5. **Procedure for Overriding Student Course Load Maximum**

During the advising and registration process, the student information system will prevent attempts to enroll in more than the maximum number of credits for a student based on that student's academic standing. A request to enroll in more than the maximum number of credits must be approved in writing by means of a [Student Course Load Override Form](#), Form 1440/001 (Attachment A), signed by the appropriate college officials as outlined in Section 3, *Student Course Loads*. This form must then be taken to the Registrar's Office or, during regular (arena) registration periods, to the appropriate override computer.

6. **Cancellation**

This policy and procedures memorandum cancels DCI 1440.1, *Academic Loads for Students*, dated February 23, 1981.

Attachment:

Attachment A- [Student Course Load Override Form \(Form 1440/001\)](#)

Review Process:

Procedural Update: Deans' Council 5/1/13; Academic Affairs Council 5/16/13
Academic Affairs Council 6/26/03
Executive Council 7/1/03

Distribution:

Electronic Distribution Via Intranet and Email Systems