

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>STUDENT COURSE LOAD</b>
<b>EFFECTIVE DATE:</b>	<b>July 1, 2003*</b> <b>(*Title Updates 2/4/09; 9/22/04)</b>
<b>CANCELLATION:</b>	DCI 1440.1 (2/23/81)
<b>OFFICE:</b>	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 the appropriate prior approval—by the dean of the division housing the student’s program. The criteria for approving student course overloads and 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) and a summer session.

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 loads 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 |
| >21 credits   | Requires permission from the Dean of the division housing the student's program |

**Summer Session**

- |               |   |
|---------------|---|
| 9 credits     | Maximum course load; requires no special permission.  |
| 10-12 credits | Requires permission from the Dean of the division housing the student's program. <i>No student will be allowed to enroll in more than twelve (12) credits during the summer term.</i> |

**Intersession**

- |           |   |
|-----------|---|
| 3 credits | Maximum course load; requires no special permission.  |
| 6 credits | Requires permission from the Dean of the division housing the student's program. <i>No student will be allowed to enroll in more than six (6) credits during an intersession.</i> |

**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.

Fall or Spring Semester            13 credits

Summer Session                    7 credits

Intersession                         3 credits

**C. Students on Academic Suspension**

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

**4. Criteria for Approving Student Course Overload**

The following criteria will be considered in evaluating a student's request to exceed the maximum student course load as provided in Section 3, *Student Course Loads*.

- The student's cumulative G.P.A. must be 3.0 or greater.
- There must be adequate justification for the overload (*e.g.*, the courses are required for graduation; an 18-credit load is a normal load for that particular program, etc.) In cases where a student indicates that he/she can finish all requirements for a program with the overload, the person granting permission for an overload must verify the student's graduation status through a degree audit.

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

During the advising and registration process, the student information system (SIS) 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:*

Academic Affairs Council 6/26/03

Executive Council 7/1/03

*Distribution:*

Electronic Distribution Via Intranet and Email Systems