

POLICY & PROCEDURES MEMORANDUM

TITLE:	STUDENT COURSE LOAD
EFFECTIVE DATE:	June 14, 2022* <i>(*Procedural Updates 6/-/22; 5/16/13; Title Updates 2/4/09; 9/22/04; Original 7/1/03)</i>
CANCELLATION:	AA-1440.1A (5/16/13)
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 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 *for academic purposes* during a summer session is six (6) credits; however full-time status *for financial aid calculation* is twelve (12) 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 designee) |
| >21 credits | Requires Dean of the division housing the student's program (or 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 designee) |

Intersession

- | | |
|------------|---|
| 6 credits | Maximum course load; requires no special permission. |
| >6 credits | Requires permission from the Dean of the division housing the student's program (or 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 and Student Affairs upon recommendation and written justification by the Dean of the division housing the student's program.

Fall or Spring Semester 12 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.

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 be submitted to the Registrar's Office for processing.

6. Cancellation

This policy and procedures memorandum cancels AA-1440.1A Student Course Load, dated May 16, 2013.

Attachment:

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

Review/Approval Process:

Academic Affairs Council 6/26/03

Executive Council 7/1/03

Vice Chancellor for Learning and Student Development Approval – Title Updates 9/22/04

Vice Chancellor for Learning and Student Development Approval – Title Updates 2/4/09

Deans' Council 5/1/13; Academic Affairs Council 5/16/13; Vice Chancellor for

Academic Affairs Approval – Procedural Update 5/16/13

Vice Chancellor for Academic and Student Affairs Approval – Procedural Update 6/14/22

Distribution:

Electronic Distribution Via College's Website