



# Policy and Procedure

**Policy Number: 318**

**Date: 10/1/07**

**Revision Date: 03/24/14**

**Division/Department:** Student Affairs

**Author(s):** Nancy Mach, Paula Hoffman

**Subject:**

Credit Load

**Authorities:**

**Purpose:**

To support student success and program retention

**Policy:**

Credit load may vary from 1 to 18 credits in a regular term (Fall and Spring Semesters) depending on a student's interest, ability and external obligations. Generally, full-time is considered 12 credits or more; however, 15-18 credits are needed during regular terms to complete some programs within the shortest possible time frame. Students wishing to take more than 18 credits in a regular term must submit a Student Petition with the written recommendation of an advisor to enroll in 19 or more credits.

Student must submit a Student Petition for summer term if a student intends to register for more than 9 credits.

**Procedure:**

1. Students discuss with their advisors their intent to register for 19 or more credits.
2. If the advisor approves the request, advisor completes the Student Petition form.
3. Form is submitted to Student Affairs for registration processing.
4. Student is notified by e-mail to check registration web page for complete schedule.

**Responsibilities:**

It is the responsibility of the faculty and registration processing to ensure orderly and expeditious process for implementation of this policy.



**Dissemination:**

Personnel via the campus web.

**Reviewed by Campus Roundtable: 10-22-07, 3-24-2014**

**Reviewed by Faculty Shared Governance: 11-07-07**

**Reviewed by Managers Meeting: (Insert name of person/group that did the review and the date)**

**Approved:**

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**Robert L. Musgrove, President**

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**Date:**