UCC
UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE

TITLE: Credit Overload

ADMINISTRATIVE PROCEDURE #   5077

RELATED TO POLICY #   5077 CREDIT OVERLOAD

I. **Definitions:**
   A. Full Time Status: For regular terms is 12 hours or more and not to exceed 19 hours.

   B. Credit Overload: Registration for credits beyond the full time maximum (19 per academic term) is considered a credit overload. The recommended maximum credit hours a student can take on any given term is 22 credit hours.

II. **Responsibility:**
   A. Prior to the beginning of the term, a **student** will complete a Credit Overload Request Form which includes verification that Eligibility Requirements have been met, a written explanation explaining the reasoning for the overload request.

   B. The **student** will schedule an appointment with their academic advisor to review the Credit Overload Request Form and obtain their advisor's signature.

   C. The **Director of Advising or an appointee** will review the form and approve or deny the request within 3 days.

   D. Upon receiving email of approval, the **student** will register for appropriate classes. The Registration & Records department will receive a copy of the approved Credit Overload Request Form.

   E. To be eligible for a course overload a student must have:
      1. Cumulative GPA of 2.75 or higher

      2. Be enrolled as full time status at the time of the overload request

      3. Successfully completed 12 or more college credits per term in the previous two terms with a minimum term GPA of 2.75 and No pending Incomplete (I) or F grades

    4. An active Student Educational Plan, approved by their advisor

  F. Credit Hour Overloads will not be considered for students who:
    1. Are on academic probation for the previous term or overall

    2. Are in their first term of study at UCC

III. Exceptions to this policy:

The exception to the credit overload policy is for students enrolled in the Automotive Program which requires 22 credit hours in the initial term. (Approval for Automotive Program will be given by the Automotive instructors).

RESPONSIBILITY:
The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION: 4/21/2020 by CC
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW: