

Policy: Overload Policy

Policy Number \_\_\_\_\_

Responsible for Policy: Academic & Student Affairs

**Policy Statement:**

State and Federal regulations pertaining to credit hours state that, in general, a student should not be earning more than 1 credit hour per week because that is the equivalent to working a “full time job”. With an understanding that it is possible for people to work “overtime”, FLCC will limit students to registering for no more than 1.25 credits hours per week. Specifically, this rule should be interpreted to mean that for the standard-length terms below a student will be permitted to register for no more than the maximum number of credit hours listed for that term:

Term of 15 weeks – Maximum Credit Hours is 19

Term of 6 weeks – Maximum Credit Hours is 8

Term of 4 weeks – Maximum Credit Hours is 5

Term of 3 weeks – Maximum Credit Hours is 4

Under exceptional circumstances, a student may petition the college to be allowed to exceed the 1.25 credit hours per week maximum set by this policy when registering for courses. In such circumstances, the student’s faculty advisor or professional academic advisor and the Associate Vice President of Instruction must approve the request in order for the student to register in excess of the maximum number of allowable credit hours. Such approval will only be considered after the One Stop Center has certified the student’s grade point average and credit hours. If either the student’s advisor or the AVP of Instruction denies the student’s request, the decision will be considered final and cannot be appealed. When a student has been approved and has registered in excess of the maximum allowable credit hours per week set above, an overload fee may be charged to the student.

Students are able to adjust their credit hour load by adding courses, dropping courses or withdrawing from courses, but must adhere to the specific deadlines published in the academic calendar when making alterations to their schedule.

**Reason for the Policy:**

This policy sets forth the maximum course load for which students may register. It is designed to ensure students are successful in their college courses.

**Applicability of the Policy**

This policy applies to all FLCC students.

**Definitions**

None

**Related Documents**

- FLCC College Catalog

- Overload Petition

### **Forms/Online Processes**

- None

### **Appendix**

- None

### **Review date/action taken (requires Board of Trustees approval):**

- September 2011: original approval date
- Fall 2012: revisions approved by the Board of Trustees
- Fall 2014: non-substantive revision
- Spring 2019: revisions approved by the Board of Trustees