PURPOSE

A full-time student is defined as anyone carrying twelve (12) or more credit hours or work per semester except during summer when nine (9) or more credit hours constitutes a full load. This procedure outlines the steps to be taken when a student wishes to take more than eighteen (18) or more hours per semester in fall or spring semesters or more than fifteen (15) or more hours in summer semester.

PROCEDURE

1. When advising and registering a student who wishes to take an overload, the academic advisor should refer the student to the Vice President for Academic Affairs.

2. The Vice President for Academic Affairs will evaluate the student's ability to successfully complete the academic work based upon the student's record and conduct an interview with the student prior to approving/disapproving the request.

3. The Vice President for Academic Affair's approval or disapproval will be noted on the registration form and presented by the student for registration. The Registrar will notify the academic advisor by forwarding a copy of the approved registration form.