



<b>Title:</b>	Student Course Load Policy
<b>Effective Date:</b>	06/01/2015
<b>Last Revision Date:</b>	N/A
<b>Office:</b>	Academic Affairs

## Student Course Load Policy

### Purpose

Northshore Technical Community College has established minimum and maximum course loads for full-time students during the fall or spring semester and summer semester periods. These course loads are based on the type of semester (fall or spring semester and summer semester) and each student's academic standing.

Generally, full-time students are not permitted to be enrolled in courses beyond the number of credit hours that constitutes a maximum student course load for a regular semester (fall or spring) and a summer semester without prior approval—by the Divisional Dean housing the student's program (or his/her designee). The procedures for overriding the student course load maximum are specifically outlined in this memorandum.

The following sections outline the number of credit hours constituting a full-time load as well as the maximum credit hours that student may attempt during a regular semester (fall and spring) and summer semester.

### Scope and Applicability

This policy and procedures memorandum applies to all students enrolled in credit courses at Northshore Technical Community College.

### 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) credit hours. Minimum full-time status during a summer semester is six (6) credit hours. 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 credit hours	Maximum course load; requires no special permission.
19-21 credit hours	Requires permission from the Divisional Dean housing the student's program (or his/her designee); excludes Practical Nursing.
>21 credit hours	Requires Divisional Dean housing the student's program (or his/her 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 credit hours is permitted for cases where a student can finish all requirements for a program with the overload.

**Summer Semester**

9 credit hours	Maximum course load; requires no special permission.
>9 credit hours	Requires permission from the Dean of the Division housing the student's program (or his/her 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 Affairs upon recommendation and written justification by the Dean of the division housing the student's program.

Fall or Spring Semester	12 credit hours
Summer Semester	7 credit hours

**C. Students on Academic Suspension**

A student on academic suspension may attend classes in accordance with the College's Academic Status policy.

**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, signed by the appropriate college officials as outlined in the Student Course Load Policy. This form must then be taken to the Student Affairs Office.



**Policy & Procedure No. AA-008**  
**Northshore Technical Community College**

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*Review Process:*

<b>X</b>	<b>Reviewing Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	NTCC Chancellor	02/24/2017	06/01/2015
X	College Leadership Committee	02/24/2017	06/01/2015
X	Academic Affairs Committee	02/24/2017	06/01/2015

*Distribution:*

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