

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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|---|----------------|
| Section: 6000 Instruction | |
| Sub Section: 6100 Academic Standards | |
| Title: IR 6105 Student Course Load | Page 1 of 5 |
| Primary Policy: IP 6105 Student Course Load | |
| Associated Policy: SP 2140 Student Appeals | |
| Associated Regulation: SR 2140 Student Appeals | |
| References: Addendum: "Student Course Load Override Form" | |
| Supersedes: NA | |
| Responsible Administrator: Chief Academic Officer | |
| Initial Approval: 04-19-2017 | Last Revision: |

Three Rivers College has established minimum and maximum course loads for full-time students during the fall or spring semester, summer session, and intersession periods. These course loads are based on the type of semester (fall or spring semester, summer session, or intersession) and each student's academic standing at the college.

Generally, full-time students are not permitted to be enrolled in courses beyond the number of credits that constitutes a maximum student course load for a semester, a summer session, or an intersession without prior approval by the chairperson of the department housing the student's program (or his/her designee). Student course load for each semester as well as procedures for overriding the student course load maximum are specifically outlined herein.

Full-time Students in Good Academic Standing

The normal academic load in a fall or spring semester is 15 to 16 semester credit hours, exclusive of physical education and musical groups. The minimum course load for a full-time student during a fall semester or spring semester is twelve (12) credits. Minimum full-time status during a summer session is six (6) credits; however, external agencies may require additional hours to be regarded as "full-time." A student who is in good academic standing, as defined by satisfactory academic progress, must adhere to the following maximum course load requirements. In all cases, the specific circumstances of the student, as well as the nature, difficulty level and overall load should be carefully considered when granting overload permission.

Fall or Spring Semester

- 21 credits is maximum course load; requires no special permission.
- A fall/spring semester course load over 21 credits is permitted only in exceptional cases and is normally only allowed to students who have demonstrated an appropriate academic background which shows likelihood for success. In all cases, the specific circumstances of the student, as well as the nature, difficulty level and overall load should be carefully considered when granting overload permission.
- More than 21 credits * require the following permissions:

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- Students with a GPA of 3.0 or higher require the permission of the chairperson of the department housing the student's program (or his/her designee).
- Students with a GPA less than 3.0 require the additional permission of the Chief Academic Officer.

*Programmatic exceptions may be applicable.

Summer Semester

- 12 credits maximum course load; requires no special permission.
- More than 12 credits * require the following permissions:
 - Students with a GPA of 3.0 or higher require the permission of the chairperson of the department housing the student's program (or his/her designee).
 - Students with a GPA less than 3.0 require the additional permission of the Chief Academic Officer.

*Programmatic exceptions may be applicable.

Winter Semester

- 6 credits maximum course load; requires no special permission.
- More than 6 credits * require the following permissions:
 - Students with a GPA of 3.0 or higher require the permission of the chairperson of the department housing the student's program (or his/her designee).
 - Students with a GPA less than 3.0 require the additional permission of the Chief Academic Officer.

*Programmatic exceptions may be applicable.

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Full-time Students on Academic Warning or Probation

A student who is on academic warning or probation may not enroll in course loads that exceed the maximum indicated below without the approval of the Chief Academic Officer upon recommendation and written justification by the chairperson of the department housing the student's program as follows. A student who registers early and is then placed on academic warning may be required to adjust his/her schedule. The maximum course load for students on academic warning or probation is as follow:

- Fall or Spring Semester 12 credits
- Summer Session 7 credits
- Winter Session 3 credits

Procedure for Overriding Student Course Load Maximum

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*** (Attachment A), signed by the appropriate college officials as outlined herein. Once fully executed the form must then be taken to Student Services to be processed.

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| Initial Approval: 04-19-2017 | Last Revision: |

DOCUMENT HISTORY:

04-19-2017: Initial approval of IR 6105 Student Course Load.

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

Student Course Load Override Form

Student Name: _____ Student ID#: _____

Degree Program: _____

Anticipated Graduation Date: _____

Semester: _____ Year: _____ GPA: _____

Current and Requested Courses:

| Course Prefix and Number | Course Title | Credit Hours | Current | Req |
|--------------------------|--------------|--------------|---------|-----|
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Total Credit Hours: _____

Student Signature

Department Chair Signature

Chief Academic Officer Signature (if required)

Date