

<b>Title: Course Load - Undergraduate Maximum</b>	<b>Policy No: 6.3</b>
<b>Category: Registration/Record Spring 2000</b>	<b>Effective: Spring 2000</b>

**Policy Statement:** The maximum undergraduate course load for a student in any given semester or term is limited to the number of semester credit hours which is fifty percent greater than the total number of weeks for that semester or term. For students taking course(s) during the intersession, the number of instructional weeks may be added to the regular semester or term to increase the maximum course load. Intersession enrollment will not be measured as a stand alone session but rather as part of the entire semester or term. (See policy on Intersessions - Maximum Course Load.) Correspondence courses and advanced standing exams do not count in a student's maximum course load. In summer four week blocks, students are limited to six hours maximum enrollment.

**Background:** OSRHE policy (3.12.3) establishes the maximum number of credit hours that can be earned for a semester to be 50% more than the number of weeks of the semester.

Examples: 16 weeks + 8 = 24 hours

8 weeks + 4 = 12 hours

Institutionally, enrollment for a regularly admitted undergraduate student without approval from an academic advisor, is limited to a number of credit hours 25% greater than the number of instructional weeks of a semester or term, e.g. 20 hours for fall or spring semester and 10 hours for the summer term.

Examples: 16 weeks + 4 = 20 credit hours

8 weeks + 2 = 10 credit hours

Thus, with approval of the academic advisor, a student may exceed the institutional enrollment limits but may not exceed the OSRHE maximums. Students enrolled during the regular sixteen week semester or eight week summer term who are not taking any intersession courses will be limited to a maximum of 24 hours and 12 hours respectively.

**Purpose:** Set institutional standards for maximum course load enrollment consistent with OSRHE policy.

**Implementation:** Spring Semester 2000

**Related Procedures:** The academic advisor reviews the student's request to exceed institutional limits. Approval requires the student to meet all of the following requirements:

1. Sophomore standing (30 credit hours) or above;
2. Retention GPA of 2.50 or above;
3. One completed full time regular (fall or spring) semester at UCO.

**Coordinating Offices:** Enrollment Management.

**Date Last Reviewed:** 12/98 policy guidelines revised 10/99.

**Point-of-Contact for Academic Affairs:** Associate V.P. for Enrollment Management/Registrar

**Policy approved by the Vice President for Academic Affairs on March 28, 2000.**

**Key words:** Course load, Maximum, Undergraduate