UNDERGRADUATE COURSE LOAD POLICY

Responsible Official: PROVOST
Responsible Office: REGISTRAR

Policy Purpose

This policy specifies course load requirements for undergraduate students.

Policy Statement

I. Fall, Spring, and Summer Semesters Course Loads.

The maximum course load is 19 credits per semester. Students who wish to register for more than 19 credit hours must receive permission for an overload approved by the dean or designee of the dean.

II. Winter Session Course Loads.

The maximum course load for the winter session is four (4) credits. Winter session credits are included in the total for the spring semester. Winter session courses do not affect probation status or NCAA eligibility until after the conclusions of the spring semester and the grade point average (GPA) is not affected until after the spring semester.

III. Overload Requests.

Students with a cumulative ETSU GPA of 3.0 or higher may be approved for a course load over 19 credits. The student completes the Undergraduate Request for Course Overload. Students who do not have a cumulative ETSU GPA of 3.0 or higher may be approved for a course load over 19 credits under special circumstances (i.e., GPA declined due to personal illness, illness of a family member, family emergency, etc.). The student’s university academic advisor reviews the request and makes a recommendation to the Dean, or Dean’s Designee, of student’s applicable college. The decision of the Dean or designee is final.
IV. **Probationary Load.**

Any student on academic probation at the time of registration may enroll in a maximum of 15 credits, including audits in a fall, spring, or summer term.

Authority:

Previous Policy:

**Defined Terms**

*A defined term has a special meaning within the context of this policy.*

NA

**Policy History**

**Effective Date**

a. **Initial:** May 17, 2019

b. **Revised:**

**Procedure**

I. **Overload Request for Student’s with a GPA of 3.0 or higher.**

A. **Student Responsibilities.**

Students submit the request for overload form to their university advisor.

B. **Advisor Review.**

The advisor verifies the student has a cumulative ETSU GPA of 3.0. The advisor completes the required documents and makes a recommendation about the request for overload to the applicable Dean or designee for review within 7 days from the date the request is received from the student.

C. **Dean Approval.**

The Dean, or their designee, verifies the student has a cumulative ETSU GPA of 3.0. The Dean may schedule a conference with the student to discuss the overload request. The Dean
approves or denies the request within 7 days from the date the Dean receives the recommendation from the advisor and submits it to the Office of the Registrar.

II. Overload Request for Student’s with a GPA below 3.0.

A. Student Responsibilities.

Students submit the request for overload form to their university advisor, providing an explanation about the special circumstance that led to a decline in the student’s GPA.

B. Advisor Review.

The advisor verifies the student’s GPA. The advisor may request a conference with the student to discuss the overload request. Within 7 days of receiving the request, the advisor completes the required documents and makes a recommendation to the applicable Dean or designee for review.

C. Dean Approval.

The Dean, or their designee, verifies the student’s GPA. The Dean may schedule a conference with the student to discuss the overload request. The Dean approves or denies the request within 7 days from the date the Dean receives the recommendation from the advisor and submits it to the Office of the Registrar.

Procedure History

Effective Date

a. Initial: May 17, 2019

b. Revised:

Related Form(s)

Undergraduate Request for Course Overload

Scope and Applicability

Primary: Students

Secondary: Academics