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 nineteen (19) credits per semester. Students who wish to register for more than 19 credits 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 nineteen (19) credits. Students who do not have a cumulative ETSU GPA of 3.0 or higher may be approved for a course load over nineteen (19) credits under special circumstances (i.e., GPA declined due to personal illness, illness of a family member, family emergency, etc.). The student completes the Undergraduate Request for Course Overload. The student’s university academic advisor reviews the request and makes a recommendation to the dean, or the dean’s designee, of the student’s college.

If the student is pursuing a double major, or has two academic advisors, each academic advisor must make a recommendation to the dean, or the dean’s designee, of both academic colleges. The decision of the dean, or the dean’s designee, is final unless the deans of each college disagree. If the deans, or
the deans’ designees, disagree; the Provost’s decision is final

IV. **Probationary Load.**

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

Authority: TCA 49-8-203

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: May 11, 2023

**Procedure**

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

A. Student Responsibilities.

Student completes and submits the Undergraduate Request for Course Overload form to the academic advisor.

B. Academic Advisor Review.

1. The academic advisor verifies the student has a cumulative ETSU GPA of 3.0 or higher.

2. The academic advisor verifies that the Undergraduate Request for Course Overload is complete and makes a recommendation about the request for overload to the dean, or the dean’s designee, of the student’s college within 7 days from the date the request is received from the student.
C. Dean Approval.

1. The dean, or the dean’s designee, verifies that the student has a cumulative ETSU GPA of 3.0 or higher. The dean may schedule a conference with the student to discuss the overload request.
2. The dean, or dean’s designee, verifies that the Undergraduate Request for Course Overload is complete and approves or denies the request within 7 days from the date the dean, or the dean’s designee, receives the recommendation from the academic advisor.
3. The dean, or the dean’s designee, submits the Undergraduate Request for Overload to the Office of the Registrar.

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

A. Student Responsibilities.

Student completes and submits the Undergraduate Request for Overload form to their academic advisor, providing a written explanation about the special circumstance that led to a decline in the student’s GPA.

B. Advisor Review.

1. The academic advisor verifies the student’s GPA.
2. The academic advisor verifies that the Undergraduate Request for Overload form is complete and may request a conference with the student to discuss the overload request. Within 7 days of receiving the request from the student, the advisor makes a recommendation about the request for the overload to the dean, or the dean’s designee, for review.

C. Dean Approval.

1. The dean, or the dean’s designee, verifies the student’s GPA. The dean may schedule a conference with the student to discuss the overload request.
2. The dean, or the dean’s designee, verifies that the Undergraduate Request for Course Overload is complete and approves or denies the request within 7 days from the date the dean, or dean’s designee, receives the recommendation from the advisor.
3. The dean, or the dean’s designee, submits the Undergraduate Request for Overload to the Office of the Registrar.
III. Overload Request for Student with a Double Major.

A. Student Responsibilities.

Student completes and submits the Undergraduate Request for Overload form to the academic advisor in both colleges of the double major. If the student’s GPA is below 3.0, the student provides a written explanation about the special circumstance that led to a decline in the student’s GPA.

B. Academic Advisors Responsibilities.

1. The academic advisors of both colleges verify the student’s GPA.
2. The academic advisors verify that the Undergraduate Request for Overload is complete. If the student’s GPA is below 3.0, the academic advisors may request a conference with the student to discuss the overload request. Within 7 days of receiving the request from the student, each advisor from the colleges where the student has declared a double major makes a recommendation to the deans, or the deans’ designees, and copies the deans, or the deans’ designees, and the academic advisors in the colleges where the double major is declared.

C. Dean’s Responsibilities.

1. The deans, or the dean’s designees, verify the student’s GPA. The deans may schedule a conference with the student to discuss the overload request if the student’s GPA is below 3.0.
2. The deans, or the dean’s designees, approve or deny the request within 7 days from the date the deans, or the dean’s designees, receive the recommendation from the academic advisors.
3. The deans, or the deans’ designees, verify the Undergraduate Request for Overload is complete and copies the dean, or the deans’ designee, of the colleges where the double major is declared as well as the academic advisor of both colleges. Once signatures from both academic advisors and both deans, or the deans’ designees, are received, the dean, or the dean's designee, that initiates the form forwards the Undergraduate Request for Overload to the Office of the Registrar and copies the deans, or the deans’ designees, and the academic advisors in the colleges where the double major is declared.

IV. Dean Disagreement with Students Pursuing Double Major.

A. If the deans, or the deans’ designees, of the colleges where the double major is declared disagree with the student’s request to enroll for over 19 credits, the student forwards the Undergraduate Request for Overload to the Office of the Provost. Within 7 days of receiving the Undergraduate Request for Overload, the Provost approves or denies the Undergraduate Request for Overload and forwards the form to the Office
of the Registrar and informs the student, the academic advisors of both colleges, and the deans of both colleges about their decision.

B. The decision of the Provost is final.

Procedure History

Effective Date

a. Initial: May 17, 2019

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Related Form(s)

Undergraduate Request for Course Overload

Scope and Applicability

Primary: Students

Secondary: Academics