

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Course Registration: Overload Study	<i>Number:</i> T 114	<i>Page(s):</i> 2
	<i>Date:</i> August 13, 2018	

PURPOSE

To diminish the possibility that students will jeopardize their academic standing as a result of assuming an overload and to establish procedures for students attempting to undertake an academic overload.

STATEMENT OF POLICY

An overload is defined as any course load in excess of 19 credit hours in a single reporting term. This will include any course work, module, independent study and/or on-line offering at Vermont Tech or another VSC college as part of the VSC Consortium Enrollment Agreement.

1. Students with a cumulative grade point average of 3.00 or better may be approved by their department for a load of up to 24 credit hours in a term.
 - Students at this level who receive early warnings must reduce their overload to no greater than 21 credits.
2. Students with a cumulative grade point average of between 2.00 and 2.99 may be approved by their department for a load of up to 21 credits hours.
 - Students at this level who receive early warnings will be reviewed for possible load reduction down to 19 credit hours maximum.
3. Students with a cumulative quality point average below 2.00 will not be eligible to register for an overload.
4. Students on probation will have their course load reviewed by the department and their advisor and may have their term maximum load reduced even further.

PROCEDURES

1. Students desiring to undertake an overload shall indicate this on their Pre-Registration Form and must receive both advisor and departmental approval.
 - Approval is documented by signature on the Pre-Registration Form.
 - If the approval is denied by the advisor or the department, the student may appeal to the Academic Dean - whose decision is final.
2. Students may not initiate an overload after the Add/Drop period (first two weeks of class).

- Students found to be in an overload without approval will have their course load reduced to the maximum credit load for their GPA level. Courses dropped will be discussed with the advisor.
3. Advising students with overloads
 - Advisors will monitor academic progress during the term.
 - Advisors will review early warnings.
 - Advisors may direct an appropriate course load reduction should it become necessary up to the 60% point of the term.
 4. There are additional charges associated with overloads of 20 or more credit hours per term.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered deprecated.
 - a) August 2, 2005
 - b) December 2009
 - c) August 13, 2018

Signed By:  Patricia Moulton President
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