

Academic Policy: Maximum Credit Hour Load

Date Effective: Fall 2014
Issued By: Faculty Senate
Contact: Registrar's Office, 814-393-2229

Purpose:

This policy describes the process of how students may register for more than the normal credit hour load for a session/term.

Policy:

During the Fall and Spring semesters, full-time students may register for 18 credits without special permission. Students wishing to register for 19 or more credits must have a cumulative GPA of 3.00 and written permission from their advisor and the dean of their college. Only in exceptional circumstances will a student be allowed to register for more than 21 credits. Additional tuition and fees are charged for all credits in excess of 18.

Students are permitted to register for one class during Winter Intersession. During the summer, students may register for 5 credits during the first summer session and 7 credits during the second and third summer sessions without special permission. Degree-seeking students wishing to register for additional credits during summer or winter intersession must obtain written permission from the dean of their college. Students are charged tuition and fees on a per-credit basis for all courses during the summer and winter intersession.

Procedures:

- a. Students wishing to register for more than 18 credits must complete the 'Permission to Register for Extra Credit Load' form, which may be found at:
<http://www.clarion.edu/registrar/forms>
- b. Students should note that they must attach a copy of their current schedule and must obtain their advisor's signature before the form can be processed.
- c. Once the form has been completed, students should submit the form to the college dean's office of their major.