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.

Definition

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 register for additional courses, up to a maximum of 24 credit hours in a semester.
   A. Departmental approval is required.
   B. Students at this level who receive mid-term 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 register for additional courses up to a maximum of 21 credits.
   A. Departmental approval is required.
   B. Students at this level who receive mid-term warnings may choose to reduce their load 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 by an academic or probation plan.

Procedure

1. Students desiring to undertake an overload shall indicate this on their Pre-Registration Form and must receive both advisor and departmental approval.
   A. Approval is documented by signature on the Pre-Registration Form.
   B. 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).

3. Students found to be in an overload without approval will have their course load reduced to the maximum credit load for their GPA level.
   A. Courses dropped will be discussed with the advisor.

4. Advising students with overloads
   A. Advisors will monitor academic progress during the term.
   B. Advisors will review mid-term grades.
   C. Advisors may direct an appropriate course load reduction should it become necessary up through the 60% point of the term.

5. There are additional charges associated with term overloads that the student will be responsible for, not the department.