

## Minnesota State University, Mankato University Policy

<b>Policy Name:</b> <del>Credit Load</del> <u>Credit Overload</u> for Undergraduate Students	<b>Effective Date of Last Revision</b> August 1, 2017
<b>Custodian of Policy:</b> Provost and Vice President for Academic Affairs	<b>Date of Last Review</b> September 2016
<b>Date of Adoption</b> September 2004	<b>Date of Next Review</b> September 2023

### Policy

Credit load is the number of credits in which a student is enrolled. Credit load is used to determine student status as a full-time or part-time student. An undergraduate student enrolled for 12 credits or more per semester is considered a full-time student for academic purposes.

The maximum allowable credit load without ~~special approval~~additional consultation is 18 credits.

Credit load includes the total credits of all courses enrolled, including on-campus, off-campus, on-line, and any other college courses taken concurrently with those at Minnesota State Mankato.

A student who desires to enroll for more than the established maximum must obtain approval(s) as outlined in Procedures.

### Procedures

~~Application forms for receiving approval to enroll for more than 18 credits are available in the Office of the Registrar and are posted on the Registrar's web site.~~

~~Approvals must be obtained from the following parties:~~

- ~~• 19-21 credits: Faculty Advisor and Department Chair~~
- ~~• 22-24 credits: Faculty Advisor, Department Chair, College Dean (or designee)~~
- ~~• 25-27 credits: Faculty Advisor, Department Chair, College Dean (or designee), and Vice President for Academic Affairs (or designee)~~

~~When a student has completed the form, obtained all appropriate approval signatures, the form is returned to the Student Relations Coordinator (SRC) of the student's college or appropriate University office.~~

~~Permission to enroll for the approved number of credits will be entered for the student by the SRC, and the maximum credit limit will be entered as part of the permission process. The student may then proceed to enroll for the additional credits.~~

~~Processed application forms are maintained by the Student Relations Coordinator (SRC) of the student's college or appropriate University office.~~

## Rationale

As an institution that promotes quality educational experiences and is concerned with offering students a successful academic experience, Minnesota State University, Mankato ~~seeks to establishes conditions standards~~ that encourage student success ~~and meet our diverse learners' needs~~. ~~In an effort~~Therefore, to promote student success, the University has created this policy limiting the number of credits for which a student can register ~~without additional conversation~~. ~~The credit overload procedure builds an opportunity for students to consult with experts, and subsequently make informed decisions about additional cost and workload associated with credits in excess of full-time (18 credits).~~

~~Student academic success is directly related to both the quality and quantity of the time engaged in academic activities. Excessive course loads can negatively affect a student's academic performance, and lead to lower grades and a significant learning loss. Additionally, registering for a large number of credits, and then withdrawing from those courses which a student is unable to complete successfully, lowers a student's cumulative course completion rate. Lower GPAs and a low cumulative course completion rate can result in a student being placed on academic probation and/or result in academic suspension. It can also result in a loss of financial aid. Additionally, when a student registers for credits in excess of those they intend to complete, other students can be denied access to those courses.~~

Policy: Credit Load for Undergraduate Students		
Formal Review Process	Date Submitted	Date Reviewed
Classified Meet and Confer	February 10, 2017	April 6, 2017
Faculty Association Meet and Confer	February 10, 2017	April 6, 2017
MSUAASF Meet and Confer	February 10, 2017	April 6, 2017
MSSA Meet and Confer	February 10, 2017	April 6, 2017
✓ Vice President's Recommendation		Date
✓ President's Approval		Date

## UNDERGRADUATE CREDIT OVERLOAD REQUEST FORM

Undergraduate students are eligible to enroll in 18 or fewer credits without additional consideration. Students who want to enroll in 19-27 credits must complete the form below, which includes getting a signature from their academic advisor of record, and meeting with the Student Advising Director in the college/school of their major.

For additional information about related to the University's policy, go to <https://link.mnsu.edu/overloadpolicy>.

Student Name: \_\_\_\_\_ Star ID: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Major: \_\_\_\_\_ Minor (if applicable): \_\_\_\_\_

Number of credits completed: \_\_\_\_\_ Current cumulative GPA: \_\_\_\_\_

I request permission to enroll in a total of \_\_\_\_\_ credits in \_\_\_\_\_ term, 20\_\_\_\_.

Course(s)/Credit(s) in excess of 18 credits: \_\_\_\_\_

Reasons seeking overload: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by academic advisor of record (or department chair in advisor's absence):*

Recommendation: DROP DOWN

Recommendation notes: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by Student Advising Director (or designee) in the college/school advising center of student's major, or Assistant Director, University Advising Center if the student is undecided about major.*

My signature below verifies that the student and I met and discussed the workload implications and additional tuition/fee costs associated with the requested overload.

☐ Registration appeal was also discussed as follow-up the student will need to take. This includes getting electronic permission from the appropriate faculty, and completing the electronic form found [here](#).

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Completed forms processed and maintained by the Student Advising Director in college/school advising center for 3 years.*