

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Academic Overload

**Number:** PR4.35

**Approved by:**  
Presidential Action

**Approved Date:** 09/1983  
**Last Review Date:** 02/2021  
**Last Revision Date:** 02/2021

**Persons/Departments Affected:**

Academic schools; academic advisors; students

**Responsible Department:**

Academic Affairs

**Definitions:**

Overload -- Enrollment of more than 18 credits per 16-week semester is considered an academic overload (except when the curriculum profile indicates loads of more than 18 credits). Academic overload in the summer is more than 18 total credits during the time between the conclusion of the spring semester and the start of the fall semester.

**Procedure:**

- I. Academic Overload (see definitions above)
  - A. Student
    1. Prepares a class schedule with assistance from his/her academic advisor.
    2. If, in preparing the schedule, the student desires a course overload, the student must secure the approval of his/her school/program.
  - B. Academic advisor
    1. Determines that the student is qualified to carry a course overload based on the student's graduation grade point average. The academic advisor signs the student's scheduling form if he/she is eligible.
    2. Directs the student to the school/program administrator for final approval.

C. School/program administrator

Approves the student's academic overload with a signature on the scheduling form.

D. Student

Presents class schedule with appropriate signatures during scheduling session.

E. Registrar's Office

Verifies that signatures are correct and processes the class schedule.

**Revision History:**

Date: 02/2021 Eliminated reference to Advisement Center

Date: 03/2016 Clarified language relating to majors with profiles that include more than 18 credits per semester.

Date: 08/2011 Revised to new format; editorial changes

Date: 12/2001

**Cross References:**

Academic Overload Policy, [P 4.35](#)