

Pennsylvania College of Technology

Procedure Statement

Title: Academic Overload

Number: PR4.35

Approved by:
Presidential Action

Approved Date: 09/1983
Last Review Date: 11/2024
Last Revision Date: 11/2024

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 sequence, as set forth in the official College Catalog, 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.

Enrollment - Major(s) that a student has enrolled in.

Cumulative enrollment grade-point average - Grade-point average calculated from the time the student entered the active enrollment and all courses that apply from prior enrollments.

Procedure:

- I. Academic Overload (see definition above)
 - A. Student
 1. Prepares a class schedule with assistance from their academic advisor.
 2. If, in preparing the schedule, the student desires a course overload, the student must secure the approval of their school/program.
 - B. Academic advisor
 1. Determines that the student is qualified to carry a course overload based on the student's cumulative enrollment grade-point average. The academic advisor signs a drop/add form, if they are eligible.

2. Directs the student to the school/program administrator for final approval.
- C. School/program administrator
1. Approves the student's academic overload with a signature on the drop/add form.
- D. Student
1. Presents class schedule with appropriate signatures during scheduling session.
- E. Registrar's Office
1. Verifies that signatures are correct and processes the class schedule.

Revision History:

- Date: 11/2024 Added definitions and updated terminology of “cumulative grade-point average” to “cumulative enrollment grade-point average” to match student information system conversion. Revised with gender-neutral pronouns.
- 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, [P4.35](#)