



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## Course Load

### Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: Academic Affairs

### 1. Purpose

Commonwealth University recognizes that students may need to take more than 18 credits for a variety of reasons. Therefore, the University has established a course load policy to allow students to take additional credits while balancing a reasonable amount of time needed to dedicate to each course.

### 2. Scope

All Commonwealth University of Pennsylvania students

### 3. Definitions, Roles and Responsibilities

3.1. **Definitions** [Define any terms used in the policy that have a specialized meaning, with the Term in bold, followed by a colon and the definition in plain text]

3.1.1. **Credit:** A unit of measurement that represents the amount of learning a student has completed in a course. Credits are used to track a student's progress towards their degree

3.1.2. **Full-Time Student:** Undergraduate student registered for 12-18 credits.

3.2. **Roles and Responsibilities**

3.2.1. Academic Affairs

### 4. Policy



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- 4.1. To schedule more than 18 credits in a semester, the full-time student will need permission. Students who want to take more credits will need the permission of the academic advisor, department chair and dean through the petition process.
- 4.2. Full-time students will not exceed 21 credits in the Fall or Spring sessions or 8 credits during the Winter or individual Summer sessions.

## 5 Compliance and Enforcement

- 5.1 This policy will be reviewed every five years by the responsible Senate Committee

## 7. Additional Information

### 5.2 Supporting Documents

5.2.1 [Include title of supporting documentation here.] [Link]

### 5.3 History

- 5.3.1 [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]
- 5.3.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 5.3.3 Revised - [Date of Revision]
- 5.3.4 Next Review Date - [Date of Revision]

### 5.4 Related Policies - [Reference related policies]

### 5.5 Contacts for Additional Information and Reporting

Office of the Provost  
Commonwealth University  
viceprovost@commonwealthu.edu  
570-389-3803