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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **Course Load**

### **Policy Number 1-07**

Commonwealth University of Pennsylvania

Approved by University Senate, 4/10/2025

Issued by President Bashar W. Hanna as Policy 1-07 on 4/21/2025

Responsible Office: Academic Affairs

Previous Policy: IAP 18

### **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**

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**



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## **4. Policy**

- 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

## **6 Additional Information**

### **6.1 Supporting Documents**

### **6.2 History**

- 6.2.1 [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).]

### **6.3 Related Policies -**

#### **6.3.1 PASSHE Policy 1999-02-A: Tuition:**

[https://www.passhe.edu/policies/documents/BOG\\_Policies/Policy%201999-02-A%20Tuition.pdf#search=tuition](https://www.passhe.edu/policies/documents/BOG_Policies/Policy%201999-02-A%20Tuition.pdf#search=tuition)

### **6.4 Contacts for Additional Information and Reporting**

Office of the Provost

Commonwealth University

[viceprovost@commonwealthu.edu](mailto:viceprovost@commonwealthu.edu)

570-389-3803