



To: Alan Loper, Chair of CESP

From: CESP ad hoc subcommittee on 18hr policy (Susan Cole, Russell Marzette, Jack Miner, Farhan Quadri, George Valco)

Re: Recommendations to CESP on policy on registration for more than 18 credit hours without additional fees

Date: November 14, 2017

Draft Proposal to CESP from the ad hoc subcommittee

Will be presented for discussion/vote at December 5th CESP Meeting.

Subject to change.

The ad hoc subcommittee recommends to CESP that:

1. Incremental tuition not be charged to undergraduate students enrolled in more than 18 credit hours.
2. Only students who have the permission of an academic advisor associated with their college/major may enroll for more than 18 credit hours, with the exception that students on academic probation or special action probation should generally not be granted such permission. Permission must be distinctly received each semester the student enrolls for more than 18 credit hours.
3. Academic advisors may grant permission for students to enroll for more than 18 credit hours after a face-to-face meeting with the student.
4. CESP provides the following guidance on particular circumstances in which exceeding 18 credit hours is appropriate. Students should have a demonstrated capacity to handle the overload.
 - a. Courses that provide credit for internships or co-op (x191 numbered).
 - b. Courses that engage students in research (x998 and x999 numbered).
 - c. Students pursuing a formally declared double major or dual degree. (Must appear in the student's SIS stack.)
 - d. Students pursuing a formally declared minor. (Must appear in the student's SIS stack.)
 - e. Students in formal programs where the program requires enrollment in a course that might cause an overload. (For example, ROTC students, in semesters when they must enroll in ROTC courses; or students enrolled in Scholars programs, in semesters when they must enroll in a Scholar's seminar course.)
 - f. Other situations in which a planned overload permits the student to graduate on time.
5. Overloads in excess of 21 credit hours should be allowed only in exceptional circumstances. Any such permission must be granted by the Department chair or Associate Dean (or faculty designee).
6. Students who are on academic probation or special action probation should generally not be granted permission to enroll for more than 18 credit hours. Any such permission must be granted by the Department chair or Associate Dean (or faculty designee).
7. Advisors should exercise particular caution in approving summer overloads due to the increased work load associated with the compressed schedule.

We recommend that the Registrar's office monitor the performance of students taking more than 18 credit hours in a term and report to CESP every other year.