



**UNDERGRADUATE COURSE LOAD POLICY**

Responsible Official: **PROVOST**

Responsible Office: **REGISTRAR**

**Policy Purpose**

This policy specifies course load requirements for undergraduate students.

**Policy Statement**

I. Fall, Spring, and Summer Semesters Course Loads.

The maximum course load is nineteen (19) credits per semester. Students who wish to register for more than 19 credits must receive permission for an overload approved by the dean or designee of the dean.

II. Winter Session Course Loads.

The maximum course load for the winter session is four (4) credits. Winter session credits are included in the total for the spring semester. Winter session courses do not affect probation status, NCAA eligibility, or the grade point average (GPA) until after the conclusion of the spring semester.

III. Overload Requests.

Students with a cumulative ETSU GPA of 3.0 or higher may be approved for a course load over nineteen (19) credits. Students who do not have a cumulative ETSU GPA of 3.0 or higher may be approved for a course load over nineteen (19) credits under special circumstances (i.e., GPA declined due to personal illness, illness of a family member, family emergency, etc.).

IV. Probationary Load.

Any student on academic probation at the time of registration may enroll in a maximum of fifteen (15) credits, including audits in a fall, spring, or summer term.

Authority: TCA 49-8-203

Previous Policy:

### Defined Terms

*A defined term has a special meaning within the context of this policy.*

NA

### Policy History

#### Effective Date

- a. Initial: 05/17/2019
- b. Revised: 05/11/2023
- c. Revised: 11/09/2023

### Procedure

#### I. Overload Request for Student With a GPA of 3.0 or Higher.

##### A. Student's Responsibilities.

The student completes and submits the Undergraduate Request for Course Overload form to their academic advisor.

##### B. Academic Advisor's Responsibilities.

- 1. The academic advisor verifies the student has a cumulative ETSU GPA of 3.0 or higher.
- 2. The academic advisor verifies that the Undergraduate Request for Course Overload is complete and makes a recommendation about the request for overload to the dean, or the dean's designee, of the student's college within seven (7) business days from the date the request is received from the student.

##### C. Dean's Responsibilities.

- 1. The dean, or the dean's designee, verifies that the student has a cumulative ETSU GPA of 3.0 or higher. The dean may schedule a conference with the student to discuss the overload request.
- 2. The dean, or dean's designee, verifies that the Undergraduate Request for Course Overload is complete and approves or denies the request within seven (7) business days from the date the dean, or the dean's designee, receives the recommendation from the academic advisor.

3. The dean, or the dean's designee, submits the Undergraduate Request for Overload to the Office of the Registrar and informs the student and the academic advisor of their decision.

## II. Overload Request for Student With a GPA Below 3.0.

### A. Student's Responsibilities.

The student completes and submits the Undergraduate Request for Overload form to their academic advisor, providing a written explanation about the student's GPA.

### B. Academic Advisor's Responsibilities.

1. The academic advisor verifies the student's GPA.
2. The academic advisor verifies that the Undergraduate Request for Overload form is complete and may request a conference with the student to discuss the overload request. Within seven (7) business days of receiving the request from the student, the advisor makes a recommendation about the request for the overload to the dean, or the dean's designee, for review.

### C. Dean's Responsibilities.

1. The dean, or the dean's designee, verifies the student's GPA. The dean may schedule a conference with the student to discuss the overload request.
2. The dean, or the dean's designee, verifies that the Undergraduate Request for Course Overload is complete and approves or denies the request within seven (7) business days from the date the dean, or dean's designee, receives the recommendation from the advisor.
3. The dean, or the dean's designee, submits the Undergraduate Request for Overload to the Office of the Registrar and informs the student and the academic advisor of their decision.

## III. Overload Request for Student With a Double Major.

### A. Student's Responsibilities.

The student completes and submits the Undergraduate Request for Overload form to their academic advisor in both colleges of the double major. If the student's GPA is below 3.0, the student provides a written explanation about the student's GPA.

### B. Academic Advisors' Responsibilities.

1. The academic advisors of both colleges verify the student's GPA.
2. The academic advisors verify that the Undergraduate Request for Overload is complete. If

the student's GPA is below 3.0, the academic advisors may request a conference with the student to discuss the overload request. Within seven (7) business days of receiving the request from the student, each advisor from the colleges where the student has declared a double major makes a recommendation to the deans, or the deans' designees, and copies the deans, or the deans' designees, and the academic advisors in the colleges where the double major is declared.

C. Deans' Responsibilities.

1. The deans, or the deans' designees, verify the student's GPA. Each dean may schedule a conference with the student to discuss the overload request if the student's GPA is below 3.0.
2. The deans, or the dean's designees, approve or deny the request within seven (7) business days from the date the deans, or the dean's designees, receive the recommendation from the academic advisors.
3. The deans, or the deans' designees, verify the Undergraduate Request for Overload is complete, make a decision, attach the form to an email, and copy the dean, or the dean's designee, of the colleges where the double major is declared as well as the academic advisor of both colleges. Once signatures from both academic advisors and both deans, or the deans' designees, are received; the dean, or the dean's designee, who first receives the form forwards the Undergraduate Request for Overload to the Office of the Registrar and informs the student, the dean, or the dean's designee, and the academic advisor in the colleges where the double major is declared of their decision.

IV. Overload Request for Students Pursuing an Accelerated Bachelor's to Master's Program

- A. The student seeking the Accelerated Bachelors to Masters (ABM) degree completes the Undergraduate Request for Overload form and submits the form to the academic advisor in the college of the undergraduate program.
- B. Within seven (7) business days of receiving the Undergraduate Request for Overload form, the academic advisor, in the college of the undergraduate program, makes a recommendation on the Undergraduate Request for Overload and submits the form to the dean, or the dean's designee, in the college of the undergraduate program, with a copy sent to the ABM student.
- C. Within seven (7) days of receiving the recommendation of the academic advisor in the college of the undergraduate program, the dean, or the dean's designee, of the college of the undergraduate program makes a recommendation on the Undergraduate Request for Overload and submits the form to the academic advisor, in the college of the undergraduate program, with a copy sent to the ABM student.
- D. Within seven (7) days of receiving the recommendation of the dean, or dean's designee, of the college of the undergraduate major, the academic advisor in the college of the undergraduate program sends the Undergraduate Request for Overload to the ABM student.
- E. The ABM student submits the Undergraduate Request for Overload form with the

recommendation of the academic advisor of the undergraduate program and the dean, or the dean's designee, of the undergraduate program, to the graduate program coordinator.

- F. Within seven (7) business days of receiving the Undergraduate Request for Overload form, the graduate program coordinator makes a recommendation on the Undergraduate Request for Overload and submits the form to the dean of the graduate school, or the dean's designee, with a copy sent to the student.
- G. Within seven (7) days of receiving the recommendation of the graduate program coordinator, the dean of the graduate school, or the dean's designee, makes a recommendation on the Undergraduate Request for Overload and submits the form to the graduate program coordinator with a copy sent to the ABM student.
- H. Within seven (7) days of receiving the recommendation of the dean of graduate school, the graduate program coordinator submits the completed form to the Office of the Registrar with a copy to the student, the academic advisor in the college of the undergraduate major, and the dean, or the dean's designee in the college of the undergraduate major.

V. Dean Disagreement With Student Pursuing Double Major or Accelerated Bachelor's to Master's Program.

- A. If the deans, or the deans' designees, of the colleges where the double major or the ABM program is declared disagree with the student's request to enroll for over 19 credits, the student forwards the Undergraduate Request for Overload to the Office of the Provost. Within seven (7) business days of receiving the Undergraduate Request for Overload, the Provost, or the Provost's designee, approves or denies the Undergraduate Request for Overload and forwards the form to the Office of the Registrar and informs the student, the academic advisors of both colleges, and the deans of both colleges about their decision.
- B. The decision of the Provost is final.

## Procedure History

### Effective Date

- a. Initial: 05/17/2019
- b. Revised: 05/11/2023
- c. Revised: 11/09/2023

## Related Form(s)

[Undergraduate Request for Course Overload](#)

## Scope and Applicability

Primary: Students

Secondary: Academics