

ARC 300

Credit Load Policy

PURPOSE

Establishes the policy and expectations for credit load at Clackamas Community College (CCC).

SUMMARY

Credit Load

The college considers a full-time student as someone enrolled in 12 to 18 credits within the same term. Students enrolled in less than 12 credits are considered less than full-time with the following breakout:

- 1-5 = Less than half time
- 6-8 = Half time
- 9-11 = Three-quarter time
- 12 – 18 = Full time

Students can enroll for 1-18 credits as part of standard registration processes.

Credit Overload

Students who wish to enroll in more than 18 credits in the same term are considered as carrying a credit overload. Overload requests require that the student meet identified criteria and have advisor approval prior to the start of the term. Students must fulfill all of the following criteria in order to qualify for a credit overload:

- Cumulative grade-point average (GPA) of 3.00 or higher;
- All courses for the term requested are applicable to student's program of study;
- Completed 15 or more college credits per term in at least two prior terms with a minimum term GPA of 3.00 and without receiving any grades of F, W, or N in those terms;
- No pending Incomplete (I) grades;
- Total credits for the term cannot exceed 22

In the event that a student does not meet one or more of the above criteria, they can still submit the request as part of an extenuating circumstances review process. These

requests are reviewed and approved on a case-by-case basis by the Director of Student Academic Support Services.

RELATED

Refer to the ARC 403P procedure document for specific steps for requesting a course overload. Refer to the ISP 350 Credit Hour Policy.

EFFECTIVE DATE: As of March 27, 2019.

END OF POLICY

APPROVALS

Maintained By	Access, Retention, and Completion Committee (ARC)
ARC Initial Review	Date: 9.26.2018
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date: 11.16.2018
College Council – second reading	Date: 1.18.2019
President’s Council – if appropriate	Date: 2.19.2019
Final ARC Review and Approval	Date: 3.27.2019