

ISP 300P

Credit Load Procedure

PURPOSE

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

SUMMARY

Students who wish to enroll in more than 18 credits in the same term are considered as carrying a credit overload.

PROCEDURE

1. Prior to the start of the term, all students requesting to enroll in more than 18 credits during the term must complete a credit overload request. The form is available at <https://www.clackamas.edu/about-us/accreditation-policies/forms-and-documents>.
2. The advising department will review the request within approximately 1-2 business days and will notify the student of the decision via their student email.
3. Faculty advisors may also approve credit overload requests.
 - a. Faculty advisors must contact the Advising Department to confirm that the student has completed the credit overload request form prior to granting approval.
4. The Advising Department will retain a copy of the credit overload request form and final decision in the student record.
5. If extenuating circumstances may preclude automatic approval, the Director of Student and Academic Support Services, or designee, will review and determine status of the request. Students with extenuating circumstances must provide a written explanation in the space provided on the credit overload request form identifying the need for the credit overload.

REVIEW HISTORY

Reviewed by:	Status:	Date:
ISP Committee	Reviewed/Adopted	February 27, 2025
ARC Committee	Reviewed/Updated	March 27, 2019