



Policy Number: II.07
Policy Level: Operating Policy
Originally Issued: March 13, 2013
Implementation Date: August 19, 2013
Revised: January 13, 2016
Reviewed: February 12, 2019
Reviewed: April 4, 2022
Reviewed: February 13, 2025
Policy Owner: Provost/ VP Academic Affairs and Student Services
Policy Implementation: Registrar

Course Hour Load/Course Overload

I. Policy Statement and Purpose

This policy establishes the standards for course hour loads for full-time students attending Athens State University. These standards are based on comparable practices at other institutions of higher education and also recognize the unique status of the University as an upper-division institution.

II. Course Hour Load

Undergraduate Students

The course hour load for a full-time student is 12-19 semester hours for the fall and spring semesters and 12-15 semester hours for the summer term. During semesters or terms in which compressed course formats are offered, the University reserves the right to further limit the number of hours for which a full-time student may enroll. In addition, the University reserves the right to take appropriate steps for any student placed on academic probation, including limiting the student's course load. No student may take more than 24 semester hours in a given term.

Graduate Students

The course hour load for a full-time graduate student is nine (9) semester hours in any term.

The course load for a half-time graduate student is six (6) semester hours in any term.

The maximum course load for graduate students is twelve (12) hours in any term.

III. Course Overloads

Undergraduate Students

Under certain circumstances, course overloads may be approved for an undergraduate student, particularly when courses needed for fulfillment of program requirements are not offered in a timely fashion and where a student's graduation might be delayed. **However, under no circumstances may a student enroll in more than 24 semester hours in a given semester or term.**



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To qualify for the approval of a course overload, a student must have an institutional grade point average of at least 2.50. All applications for a course overload must use the standard request form available from the Office of Admissions, and must include all information, materials, and approvals as specified on the form.

Special regulations pertain to students receiving veteran’s benefits or financial aid: those individuals must confer with the Veterans Affairs school certifying official or the Director of Student Financial Aid prior to registering for a course overload.

Graduate Students

Course overloads will not normally be approved for graduate students. In extenuating circumstances, a graduate student may submit a request for an overload to the appropriate College Dean for review.

IV. Responsibility for this Operating Policy

A. Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Provost/Vice President for Academic Affairs and Student Services as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Faculty Senate and the Cabinet and approved by the University President. This policy will be updated/published in the University’s Policy Library.

B. Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the Registrar, under the direction of the Provost/Vice President for Academic Affairs and Student Services and the Assistant Provost for Planning, Budgeting, and Assessment.