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

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: Upon final policy approval date.

END OF POLICY

APPROVALS

ARC Initial Review	Date: 9.26.2018
Maintained By	CCC Advising & Career Services
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date:
College Council – second reading	Date:
President's Council – if appropriate	Date:
Final ARC Review and Approval	Date:

ARC 300P

Credit Overload Procedure

Requesting a Credit Overload:

1. Prior to the start of the term, students requesting to take more than 18 credits in the term must complete the Credit Overload Request form and return it in person or by email to Advising and Career Services. The form is available at www.clackamas.edu/forms.

2. Advising and Career Services will notify student of the decision.

    a. **In Person**: If the request is approved, the Advisor will sign an add/drop form. The student is responsible for enrolling in the course(s) and paying for the course(s).

        i. **Advising hours and contact information:**

            - Oregon City campus
              503-594-3475
              advising@clackamas.edu

            - Harmony campus
              503-594-0623
              philr@clackamas.edu

            - Wilsonville campus
              503-594-0959
              advisingwilsonville@clackamas.edu

    b. **Email**: Student will be notified of a decision via their student email account (@student.clackamas.edu). Note: Requests sent by email **may take up to 5 business days to process.**

3. Advising and Career Services will retain a copy of the Credit Overload Request form and final decision in the student record.

Appeal process:

If there are extenuating circumstances that may preclude automatic approval, the Director of Student and Academic Support Services or designee will review and determine status of Credit Overload requests for all students with extenuating circumstances. Students with extenuating circumstances must complete a written explanation in the space provided on the Course Overload form, identifying the need for the credit overload.

END OF PROCESS

Credit Overload Request

Clackamas Community College

Term ☐ Summer ☐ Fall ☐ Winter ☐ Spring 20_____ Date_____

STUDENTS: PLEASE READ THE CRITERIA ON REVERSE SIDE BEFORE SUBMITTING THIS FORM

1. TO BE COMPLETED BY STUDENT   *Indicates required field*

Student ID* _____ Birthdate* _____

Name* _____
　　　　　　　First　　　　　　　　　　　　　　　　MI　　　　　　　　　　　　　　　　　Last

Mailing Address* _____
　　　　　　　　　　Street　　　　　　　　　　　　　　　　City　　　　　　State　　　　Zip

Phone* _____ Email* _____

Current Courses*		
Course Number (e.g. WR 121)	Course Title (e.g. English Composition)	Credits
Overload Courses*		

If you do not meet the criteria on the reverse side, state the reason for the request:
_____
_____
_____
_____

Please check to acknowledge the following statements and sign below*:

☐ I understand that if my credit overload request is approved, I accept responsibility for the grades I receive.
☐ I understand that it is my responsibility to drop my course(s) within the designated drop deadlines and accept any financial implications that may result from dropping my course(s).

Student Signature* _____

2. TO BE COMPLETED BY ADVISING AND CAREER SERVICES

☐ Approved   ☐ Denied   Comments: _____
_____

Advisor Signature _____ Date _____

Submit completed form to:
EMAIL: advising@clackamas.edu
IN PERSON: Advising and Career Services, Oregon City, Harmony, or Wilsonville campuses
MAIL: Clackamas Community College, Advising and Career Services, 19600 Molalla Ave, Oregon City, OR 97045

Credit Overload Criteria and Procedures

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