PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number: S. 21.0
Procedure Title: Student Course Overload
Relevant Board Policy: E.1.4 Student Course Loads and Schedules
Originating Unit: Dean of Student Success
Maintenance Unit: Vice President of Student Success

I. Purpose: To delineate a process whereby students initiate a request to enroll in more than the maximum semester credit hours allowed by the Alamo Colleges for any given semester.

II. Procedure Statement:

A. Students may not enroll in more than the maximum semester credit hours allowed by the Alamo Colleges for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students generally should not be allowed to enroll for more semester credit hours than the number of weeks in a semester/session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term.

B. Session Enrollments:

Fall/Spring 16-Week Semesters

Full-Time Student – Twelve (12) or more semester credit hours
Half-Time Student – Six to eleven (6-11) semester credit hours
Maximum Hours Allowed: Eighteen (18) semester credit hours

Flex I and Flex II

Maximum Hours Allowed: Eight (8) semester credit hours

Start Two

Maximum Hours Allowed: Fourteen (14) semester credit hours

Summer Session

Full-Time Student – Six (6) or more semester credit hours
Half-Time Student – Three to five (3-5) semester credit hours
Maximum Hours Allowed: Three (3) semester credit hours for Maymester, Eight (8) semester credit hours for the traditional Summer 8-week session, six (6) semester credit hours for the 6-week Summer I session, and six (6) semester credit hours for the 6-week traditional Summer II session, not to exceed a total of seventeen (17) semester credit hours for the entire Maymester and Summer.

C. Petition for Overload

Students may petition the Dean of Student Success, Vice President of Student Success or designee for additional hours utilizing the Student Overload Application.

Attachment:

Student Overload Application

Issued: February 14, 2011   Approved: Ana M. Guzman
                                                                    President

Updated: July 30, 2015

Revised: May 3, 2016   Approved: (Signed) Dr. Mike Flores
                                                                    President