

Guidelines for Course Overloads

Departments are strongly encouraged to be mindful of these standards when reviewing and approving course overloads.

1. No overloads for freshmen [First and second quarter students need to establish a record of success].
2. No overloads are approved if a student has below a 3.0 g.p.a.
3. **In these difficult times in which the availability of classes are limited, an individual student taking a course overload limits the options for other students. No overloads of 20 units will be approved for students with a g.p.a. below 3.5. For those students with a g.p.a at or above a 3.5 a graduation check form ,completed application for graduation or a letter from an academic advisory is necessary--- as evidence of urgency for the course overload.**

Departments are also strongly encouraged not to approve course overloads until the week of the add deadline. This would provide equal opportunity for other students to get needed classes. Once again, exceptions could be made if a student can show evidence of an impending graduation with a grad check, completed application for graduation, or a letter from an advisory supporting the urgency of a course overload.

4. No overloads regardless of the number will be approved if the student has a record (more than two quarters) of drops, INCs or Ws. **[This should be checked before approval on the departmental level—before receiving department support.]**

The rationale that some classes are "only (fill in the blank: _____ an art class, dance class, PE class, theatre, class, etc.)" is not meritorious; classes are classes, contact hours are contact hours. There are no "free pass" classes that make an overload inevitable or workable because students are under mistaken assumptions of their "ease."

Please note: "Quarter Units/Quarter System: . . . one quarter unit normally represents no less than one hour of class work and two or more hours of outside study per week for one quarter" (*University Catalog, p.88*). It is assumed that for graduate students that the expectation of outside study is higher. Please help your students to "do the math" relative to an excessive overload.

5. Students requesting overloads **must list all the classes** they plan to take on the request form.
6. Students in their last quarters before graduation get more consideration on these guidelines than all others. **(This should be verified both with the records of a filed graduation check and the student's progress towards completion)**.
7. Students claiming that they want to register to secure course credit for work already completed **need documentation of this from the instructor who will ultimately assign the grade.**
8. For full consideration students must have the supporting signatures of an academic advisor and

Edited and resubmitted from the Office of the Associate Dean, College of Arts and Letters 9/24/09
the
department chair on the appropriate form.

Please note: These policies have been engaged as a component of academic advisement. They are not meant to unduly delay student progress, but to ensure that students are fully prepared and capable to succeed.