

UNIVERSITY POLICIES & PROCEDURES

POLICY NAME: MAXIMUM CREDIT REGISTRATION LIMIT	TEMPORARY REVIEW NUMBER:
CLASSIFICATION: UNIVERSITY ACADEMIC POLICY	SUPERSEDES: NA
AUTHOR: ASSISTANT VICE PRESIDENT FOR UNDERGRADUATE STUDIES	LAST REVIEW: NA
AUTHORITY: OFFICE OF ACADEMIC AFFAIRS	NEXT REVIEW: SEPTEMBER 2009
APPLICATION: <input checked="" type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input type="checkbox"/> All University	EFFECTIVE DATE: SEPTEMBER 2004
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): UNDERGRADUATE BULLETIN; GRADUATE BULLETIN; STUDENT HANDBOOK; POLICY WEB SITE	CUSTODIAN OF POLICY: VICE PRESIDENT FOR ACADEMIC AFFAIRS

Comments/Background:

Student academic success is directly related to both the quality and the quantity of the time engaged in academic activities. Excessive course loads can negatively affect a student's academic performance, and can lead to lower grades and a significant learning loss. Additionally, registering for a large number of credits, and then withdrawing from those courses which a student is unable to complete successfully, lowers a student's cumulative course completion rate. Lower GPAs and a low cumulative course completion rate can place a student on academic probation and suspension, and can also result in a loss of financial aid. As well, when students register for credits in excess of those they intend to complete, other students are denied access to those courses.

As an institution that promotes quality educational experiences and is concerned with offering students a successful academic experience, Minnesota State University, Mankato needs to set standards that encourage student success. In an effort to promote student success, the university has created a policy limiting the number of credits for which a student can register.

Policy Statement:

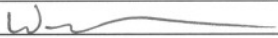


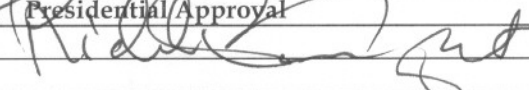
Students who are otherwise eligible for registration may register for up to 18 credit hours per term with no additional permission. To register for 19-21 credits, a student needs written permission from his or her advisor and the chair of the department in which the student is registered as a major. To register for 22-24 credits, a student needs written permission from his or her advisor, the chair of the department in which the student is registered as a major, and the dean of that college (or designee). To register for 24-27 credits, a student needs written permission from his or her advisor, the chair of the department in which the student is registered as a major, the dean of that college (or designee), and the Vice President for Academic Affairs (or designee). Students are allowed to register for more than 27 credits only under exceptional circumstances, and only with the permission of the Office of Academic Affairs.

Procedures:

Students desiring to register for credits in excess of 18 each term would need to complete the Credit Hour Overload application (<http://www.mnsu.edu/acadaf/pdfs/CreditHourOverloadForm.pdf>). Once

completed, the form will be submitted to the Student Relation Coordinator of the student's college or other appropriate university official and permission to register for the appropriate number of credits will be entered for the student. Permissions must be entered using the online permission system, and the maximum credit limit must be entered as part of the permission process. The student will then need to register for the credits.

REVIEW ROUTING/SIGNATURES:

<input type="checkbox"/> Academic Affairs Council	3-17-04 
	Date of Review
<input type="checkbox"/> Faculty Association University Curriculum and Academic Policy Committee	1-27-04  FA UCAP Chair
and/or	Date of Review
<input type="checkbox"/> Faculty Association Graduate Committee	FA Graduate Committee Chair
	Date of Review
<input checked="" type="checkbox"/> Senior Vice President Recommendation	3-17-04
	Senior Vice President Date of Recommendation 5-10-04
<input checked="" type="checkbox"/> Presidential Approval	MSU President
	Date of Approval 5/10/04