

University Policies

Policy Name: Maximum Credit Registration Limit	Effective Date: July 1, 2010
Custodian of Policy: Vice President for Academic Affairs	Last Review: September, 2004
	Next Review: September, 2016

Policy:

Undergraduate students who are otherwise eligible for registration may register for up to 18 credit hours per term with no additional permission. Students should note that, under current University policy, banded tuition only applies up to 18 credits. All credits over 18 are not included in the band.

To register for 19-21 credits, an undergraduate 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, an undergraduate 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, an undergraduate 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 and Student Affairs (or designee). Students who have yet to declare a major must work with an advisor in the program in which they are planning to major.

An undergraduate student is allowed to register for more than 27 credits only under exceptional circumstances. Students seeking to register for more than 27 credits must get 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). The student must then make an appointment to meet with the Vice President for Academic and Student Affairs (or designee) to explain the need for registration in excess of 27 credits.

Procedures:

Students desiring to register for credits in excess of 18 each term need to complete the "Undergraduate Credit Hour Overload Request Form" (http://www.mnsu.edu/registrar/forms/ug_overload.pdf)

Once completed, the form is submitted to the Student Relations Coordinator of the student's college or other appropriate university official and permission to register for the approved 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 register for the credits.

Rationale:

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

Student academic success is directly related to both the quality and quantity of the time engaged in academic activities. Excessive course loads can negatively affect a student's academic performance, and

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 result in a student being placed on academic probation and/or result in academic suspension. It can also result in a loss of financial aid. Additionally, when a student registers for credits in excess of those they intend to complete, other students can be denied access to those courses.