

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Maximum Allowed Course Load
<b>FPU Policy Number:</b> FPU-5.0088AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> June 2, 2015
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Registrar /Academic Affairs
<b>Initiating Authority:</b> Ghazi Darkazalli, Provost and Executive Vice President for Academic Affairs

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all students enrolled at Florida Polytechnic University.

**B. POLICY STATEMENT:**

The University is committed to providing students the opportunity to graduate in a traditional timeframe while insuring satisfactory academic progress and academic achievement by having the Registrar monitor the course load of all students for compliance with this policy.

1. Undergraduate students. The typical full-time undergraduate course load is twelve (12) to eighteen (18) credit hours each semester. Undergraduate students should take between thirty (30) and thirty-three (33) hours annually to graduate in four (4) years. In the Fall and Spring semesters, the maximum number of credit hours in which an undergraduate may register for is eighteen (18) unless an overload is approved. In no case may a student register for more than twenty-one (21) credit hours in a Fall or Spring semester. During the Summer semester, the maximum number of credit hours a student may register for during a six (6) week session is nine (9), unless an overload is approved, and the maximum number of credit hours allowed during a ten (10) week session is fifteen (15). In no case may a student register for more than a total of fifteen (15) credit hours, in any combination of sessions, in a Summer semester.
  
2. Graduate Students. A typical full-time graduate student course load is nine (9) or more credit hours during the Fall and Spring semesters and a minimum of six (6) credit hours during a Summer semester. Graduate students may not register for more than twelve (12) credit hours in the Fall, Spring or Summer semesters without approval from their academic advisor or program coordinator.
  
3. Academic probation. Any undergraduate or graduate student on academic probation is not eligible for an overload.

**C. PROCEDURES:**

A student seeking to register for more than the maximum allowed course load must follow the following procedures:

1. Student's faculty advisor recommendation. The student must contact his or her Faculty Advisor during the registration period and request that the advisor email a recommendation requesting approval of the student's overload to the Office of Academic Affairs with a copy to the Registrar.
2. Approval/Denial. The Office of Academic Affairs either approves or denies the request before Registration closes.
3. Notice of decision. The decision of the Office of Academic Affairs will be emailed to the student's University email address, the Registrar and the advisor. The decision is final and cannot be appealed.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: 5.0088AP	
<u>Shay's Dubyalli</u> Initiating Authority	<u>6-2-15</u> Date
<u>Marka Brown</u> Academic Policies Committee Chair	<u>6-2-15</u> Date
<u>Shay's Dubyalli</u> Vice President of Academic Affairs	<u>6-2-15</u> Date
<u>Marka</u> President/Designee	<u>6/2/15</u> Date
Approved by FPU BOT, if required	_____ Date