

Section:	II.3.2	
Title:	Academic Load	
Effective Date:	September 16, 2015	
Approved By:	Provost	
Responsible Unit:	Academic Affairs (609) 771-3080; academic@tcnj.edu	
Related Documents:	N/A	
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<u>Version</u>	<u>Date</u>	<u>Notes</u>
3.0	September 16, 2015	Revised
2.0	November, 2014	Revised
1.0	July, 2012	Recommended by CAP, approved by Provost, replaces 2006 policy

I. INTRODUCTION

This policy defines a minimum full-time course load, a normal course load, and the maximum load. It also sets out the process and requirements for requesting more than a normal load.

II. DEFINITIONS

N/A

III. POLICY

Students taking a minimum of three full course units per semester are considered to be full-time students for financial aid and billing purposes. This definition of full-time study applies to the fall and spring semesters and to the regular summer sessions. The standard academic load is four course units per semester; however, programmatic exceptions do exist and students should check with their major department. A student in a degree program with a standard academic load who wishes to take more than 4.5 course units must receive permission from the dean's office to do so. This includes additional credits taken simultaneously at another institution. In order to be eligible to request permission to take more than 4.5 course units, a student must have completed 8 course units at TCNJ (4 course units for transfer students) and have at least a 3.3 GPA. Some of the criteria that may be considered when making decisions to grant permission for more than 4.5 course units are: 1) evidence of the student's ability to continue to maintain at least a 3.3 GPA; 2) whether the additional course or credit is a prerequisite for a subsequent required course; 3) whether there are extenuating

curricular circumstances, such as completing a double major.

The TCNJ academic year is divided into four terms (Fall, Winter, Spring and Summer). The Summer term is further divided into three sessions (Summer 1, Summer 2, and Summer 3). Students may take a maximum of four course units during the summer term, with no more than two units in a single session. Students may only take one course unit during the Summer 1 session or Winter term. This policy applies to the total number of courses taken in any given term whether those classes are taken at TCNJ or at another institution during a TCNJ term. Any exception to these requirements would require Dean's approval.