



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Approval of Student Overloads
Number: 3.3.3.1

Responsibility: Academic Affairs
Last Updated: October 10, 2023
Related Policy: 3.3.3 Academic Advising

President

Purpose:

A full-time student is defined as anyone carrying twelve (12) or more credit hours of course work per semester except during summer when nine (9) or more credit hours constitute a full load. This procedure outlines the steps to be taken when a student wishes to take more than eighteen (18) hours per semester in fall or spring semesters or more than fifteen (15) hours in summer semester.

Procedure:

The following steps are necessary for obtaining overload approval for a student:

1. When advising a student who wishes to take an overload, the academic advisor should refer the student to the School Dean.
2. The Dean will evaluate the student's ability to successfully complete the academic work based upon the student's record and conduct an interview with the student prior to approving/disapproving the request.
3. The Dean's approval or disapproval will be documented and presented by the student for registration. The Registrar will notify the academic advisor by forwarding a copy of the approval documentation.