

The College of New Jersey

School of Engineering

Request to Increase Academic Term Load

College Policy on Academic Term Load

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 normal academic load is four course units. The maximum load for any student is five course units. Normally, a student must receive permission of his or her dean's office to carry five course units. Permission to carry beyond four course units may be requested by sophomores, juniors, and seniors with at least a 3.3 GPA. However, programs that require five course units in a given semester or under certain conditions may arrange for blanket approval through the Office of Records and Registration.

Recommended by CAP; approved through governance 2004 (clarified by CAP 2006)

Student Name:	Student ID:
Email:	Major:
Cumulative GPA:	Earned course units:
Term requesting overload for:	Expected date of graduation:
Have you received permission to increase academic term load previously? YES NO	
Desired course limit:	
Reason for request:	
Student Signature:	Date:
Chairperson Signature:	Date:
OFFICE USE ONLY	
Decision:	Approved Denied
Dean Signature:	Date:
Comments:	