

Course Overload Policy

Department of Communication
Approved: January 19, 2009

An overload occurs when an undergraduate student is permitted to register for more than 18 credit hours during a single semester. Registration for a course overload requires special permission, as even the best students will have a difficult time doing their best academic work when attempting to complete 19 or more credit hours in a single semester.

Any undergraduate student requesting permission to register for an overload for any fall or spring semester must print the Overload Request form available at the Registrar's Office Web site (<http://www.cofc.edu/~register/OverloadFormFinal.pdf>), complete the form and present it to her or his Communication advisor. After the form has been reviewed by and signed by an advisor, the form is submitted to the Department Chair or Associate Chair for consideration. The permission of the advisor does not guarantee the approval of the Chair or Associate Chair.

Typically, an undergraduate student requesting permission to take an overload must meet the following criteria:

- The student must have completed at least one full fall or spring semester at the College of Charleston;
- The student should have a minimum 3.00 cumulative grade-point average (GPA);
- The student should have a minimum 3.00 GPA in the Communication major;
- The student should have requested an overload that appears manageable based on the student's academic record at the time the request is made;
- The student usually should have completed at least 15 credits per regular semester during her or his college career;
- The student should have earned at least 17 credits, with a satisfactory GPA (usually a minimum 3.00 for that semester), in at least one fall or spring semester, during her or his career at the College of Charleston;
- The student should not have a history of withdrawing from courses during multiple semesters; and
- The student must be taking courses that can reasonably be completed by the conclusion of the semester in which the overload is requested.

Overload requests rarely are granted for undergraduate students with significant paid employment obligations or any other time-consuming commitments (e.g., primary caregiver for a disabled family member, internship) during the semester for which an overload is requested.

Requests for an overload of 20 or more credits are typically not approved without a lengthy written justification/rationale from the student and a strong endorsement from the student's academic advisor. Students requesting permission to take 20 or more credits during a fall or spring semester usually are expected to end all paid employment obligations and other time-consuming commitments during the semester for which an overload is requested.

This policy document is subject to change without notice. The Department Chair and/or Associate Chair are responsible for the interpretation and application of this policy document.