



## **Academic Load Procedure**

**Procedure Number:** 221P

**Responsible Office:** Academic Affairs

**Forms:** 125-016

**Effective Date:** 8/23/24

**Date Last Reviewed:** 8/23/24

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### **1. Purpose**

This procedure is aligned with [VCCS Policy 5.6.4](#), which defines a normal academic load and student exceptions to taking a normal academic load.

### **2. Definitions**

*Academic Load:* The normal academic course load for students is 15-17 credits.

*Full-time Load:* The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits excluding Student Development (SDV 100, 101, or 108).

*Part-time Load:* Students enrolled in 11 credits or less are considered to be taking a part-time load.

### **3. Procedure**

*Academic Overload:* Students wishing to carry an academic load of more than 18 credits must have the approval of a Dean of Student Success. Students who have a 3.00 GPA or higher on the last 12 credits or most recent semester of full-time enrollment may be eligible for an academic overload. Students interested in taking more than 18 credits should complete NOVA Form 125-016. Note: a course taken during the winter session does not count toward the spring semester cap of 18 credits.

*Less Than Normal Course Load:* Students placed on academic warning or academic probation may be required to take less than the normal course load. Please refer to NOVA Procedure 213 for more information.