

Student Policy – Student Credit Load and Overload

Policy:

Bismarck State College limits the number of credits a student may attempt each semester/session. However, students may petition to enroll in more than the student credit load limit.

Regulations:

Student Credit Load:

- A fulltime student is one who enrolls for a minimum of 12 credits and a part-time student is one who enrolls for less than 12 credits during fall and spring semester or summer session.
- Students may take a maximum of 20 credits in both fall and spring semesters and 15 credits in the shorter summer session.

Student Credit Overload:

Under certain circumstances, students may need to request to register for more than the maximum credits in a given semester.

Those students should adhere to the following:

- Student overload request may not exceed a maximum total semester credit of 25 for Fall and Spring semesters and 20 credits in the summer session.
- A Course Overload Request must be submitted by the end of the second day of class during the semester for which the overload is requested.
- Student should not have any outstanding CampusConnection holds that would prevent course registration.
- Student should not have pending incomplete grades.
- Student must have a minimum 2.50 cumulative grade point average.
- Student should not have a history of withdrawing from courses during multiple semesters.

- Student must be taking courses that can reasonably be completed by the conclusion of the semester in which the overload is requested.

Procedure:

Students who wish to enroll in more than 20 credits per Fall and Spring semesters, 15 credits in the summer should complete the following:

1. Review the policy above.
2. Check [CampusConnection](#) to make sure you have no [outstanding holds](#) that would prevent registration.
3. Secure a [Course Override](#) for the course(s) that exceeds the credit limit.
 - a. *If the overload request is approved, registration will only occur if the course(s) that exceeds the limit is open, or a course override is provided.*
Students are encouraged to seek out the instructor of the course(s) that exceeds the limit and request an override. This can be completed via a Course Override form or BSC email.
4. Complete the [Course Overload Request form](#) (NDUS Username & Password required)
 - a. *Attach the course override form or approval emails*

The Academic Records office will seek approval/denial from the Department Chair and notify the student on or before the deadline to add classes.

Reference:

[Course Override Information](#)

History of This Policy:

First policy draft July 18, 1990.

Revisions – October 22, 1991; October 22, 1993; June 28, 1998; February 25, 2005; November 22, 2010; reviewed by the Operations Council on April 22, 2015 and approved by the Executive Council on April 27, 2015; this policy was revised and renamed from Prescribed Student Credit Load and Petition for Overload, reviewed by the Operations Council on November 28, 2018 and approved by the Executive Council on December 7, 2018.