



# UNDERGRADUATE COURSE LOAD

Policy Number: AA015EN

Last Review: Fall 2023

## 1. PURPOSE

This policy specifies (1) the minimum and maximum number of credits that full-time undergraduate students can take in a semester, (2) how to request a course overload, and (3) under which circumstances a student must pay additional tuition.

## 2. WHO IS AFFECTED BY THIS POLICY

Undergraduate students.

## 3. POLICY STATEMENT

The normal course load is four academic courses per semester. The minimum course load for full-time students is 12 credits. Upon petition, an undergraduate student who has earned a cumulative GPA of at least 2.80 in courses taken at AUP may be permitted to register for five courses. No student can take an overload in his/her first semester at AUP. [Overload Petitions](#) are available online on the Academic Forms webpage. Students are unable to enroll in a fifth four-credit course until drop-add week.

Students can take a one- or two-credit course without paying an overload charge if their total semester credit load is 18 or fewer. If the total semester credit load exceeds 18 credits, overloads are charged per credit *for the entirety of the additional course*. For example, if you register for a fifth, four-credit course, totaling 20 semester credits, you will be billed for the entire fifth course (i.e., four credits).

## 4. RESPONSIBILITIES

The Office of the Registrar approves overload petitions and advises students when they can enroll in a fifth four-credit course.

## 5. APPROVALS & HISTORY

This is a long-standing policy that was reviewed in Fall 2023. The next review is scheduled for Fall 2025.

## 6. ISSUING OFFICE AND CONTACT

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