

Policy Number: AA016EN
Last Review: 12 Nov 2018

1. PURPOSE

This policy specifies (1) the minimum and maximum number of credits that full-time graduate students can take in a semester and (2) how to request a course overload.

2. WHO IS AFFECTED BY THIS POLICY

Graduate students.

3. POLICY STATEMENT

The standard course load for graduate students is four courses or 16 credits per semester. The minimum course load for full-time students is 12 credits. A graduate student wishing to take more than 18 credits in a single semester is eligible to petition for a course overload if s/he is in good academic standing and has no incomplete grades. The Program Director and the Office of Academic Affairs review the petition. The Office of Academic Affairs reserves the right to reject any petition.

If approved, the student may register for over 18 credits in the indicated semester. 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 over 18 credits until drop-add week and must pay per credit.

4. RESPONSIBILITIES

The Program Director and Assistant Dean for Graduate Programs are responsible for approving overload petitions, and for advising students when they can enroll in over 18 credits. The Office of the Registrar processes all approved requests.

5. APPROVALS & HISTORY

This long-standing policy was reviewed in November 2018. The next review will take place in November 2021.

6. ISSUING OFFICE AND CONTACT

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