04.01.14 Maximum and Minimum Course Loads
Original Approval: <mark>DATE</mark>
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Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of WCCS to establish maximum and minimum course loads for students.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:
Board Policy 705.01
ACCS Chancellor's Procedures 705.01

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Probation: (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.

Course Load: The number of credit hours in which the student is enrolled.

Distance Education: Distance education at WCCS is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at WCCS is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at WCCS may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. **Maximum Course Load (First Semester Freshman):** The maximum course load for an entering first semester freshman is 19 semester hours, except by special permission.

2. **Maximum Course Load (Student with Average of 3.00 or above):** The maximum load is 24 semester hours for a student who has an average of 3.00 or above during the preceding semester. However, students wishing to take more than 19 semester hours must have written permission from the appropriate Instructional Officer or Designee.

3. **Maximum Course Load (Student on Academic Probation):** The maximum course load for a student on academic probation is 16 semester hours for the term, except by special permission.

4. **Minimum Course Load:** The minimum load for a regular full-time student is 12 semester hours.

Procedure(s):

Enrolling Over Course Load Maximum Procedures

1. Students seeking to enroll in credit hours more than the above referenced hours must contact the Dean of Instruction.

Additional Provisions / Information:

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.