

Policy for Standard Course Loads

October 5, 2016

Principles:

Academic

To increase a student's potential for academic success and to offer guidance in selecting the best possible course load, the Faculty recommends that full-time students undertake a standard number of courses or credits for each academic term.

Enrolment Management

Standard course loads also attempt to ensure a fair distribution of spaces in courses for the various kinds of student demand. The objective in enrolment management is to ensure that Queen's ASC students get the courses they need for degrees but also that Queen's non-ASC students and non-Queen's LOP students get access to courses.

1. Fall/Winter Full-Time Students

Policy:

Full-time students in Arts and Science programs normally take 30.0 units (15.0 units per term).¹ During the summer class selection period, students are limited to enrolling in 15.0 units per term, but they may add up to 18.0 units per term during the Open Enrolment Period without any special permission.

Exceptions to Policy:

Students must make a formal request to take a course load in excess of 36.0 units (18.0 units per term). Such requests may be granted by an Academic Counsellor if the following conditions are met:

- The student is in **good academic standing** (i.e., minimum cumulative GPA of 1.60 on a minimum of 18.0 Queen's units, including students returning after a period of RTW; students must not be on academic probation or have a standing of 'Required to Withdraw, Subsequently Waived');
- The student has **no unexplained failures** in the most recent year; and
- The student has **no outstanding course work** from previous terms (i.e., has no IN designations on the transcript).

The maximum advisable credit limit for Fall/Winter is 42.0 units (21.0 units per term). If the request for overload courses is granted, a workload memo should be given to all students (copies of the memo can be found on the server in the "Counselling" folder as "WORKLOAD.MEMFW template.docx") and a copy placed in the student's file.

¹ Exceptions include BMus, BAH/BED and BSCH/BED.

If these conditions have not been met and the student insists, he or she may appeal to the Associate/Assistant Dean (Studies).

2. Fall/Winter Part-Time Students

Only the Associate/Assistant Dean (Studies) will grant permission to part-time students wishing to register in more than 18.0 units (9.0 units per term). Those students who have had their status changed to part-time as a result of an appeal may apply to the AD(S) for permission to take additional courses. Those students who have been admitted to a degree program part-time must apply to the AD(S) responsible for Admission for this permission. In either case, students should supply a letter (or e-mail to f2deans) requesting permission to enroll in no more than 12.0 units per term.

3. Summer Students (includes both Undergrad & Distance Career)

Policy:

Normally, for the Summer Term, students should take no more than **2 courses (regardless of unit value) at one time**. This is considered equivalent to a full-time course load. Students on probation, with a number of previous failures or with outstanding work from a previous term should not exceed this course load. However, the normal term limits stated above also apply to the Summer Term.

No exception requests to this policy are necessary.

4. Letter of Permission (LOP): Summer & Fall/Winter (Undergraduate or Distance career)

Policy:

Students who wish to take a course elsewhere on a letter of permission, must be in good academic standing (have a CGPA of 1.60 or higher), have completed a minimum of 6.0 units in a degree program in the Faculty of Arts & Science.

Exceptions to Policy:

- The student has **no more than 3.0 units of outstanding course work** from previous terms (i.e., IN designations on the transcript).

The maximum advisable credit limit for combined LOP and on-campus courses:

- Fall/Winter is 42.0 units (21.0 units per term)
- Summer is 2 courses at one time

If the request for overload courses is granted, a Letter of Permission workload memo should be given to all students. Karen will hand such file over to Heather to produce the LOP overload memo to be attached to the LOP approval.

If these conditions have not been met and the student insists, he or she may request an exception from the Office of the Associate/Assistant Dean (Studies).

NOTES:**1. Non-Arts and Science Students:**

Non-Arts and Science students are governed by the regulations of their home Faculty.

2. LOP Students

Visiting LOP students are admitted to a non-degree Distance Careers in the Faculty of Arts and Science and therefore fall under the guidelines above.

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