

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. E7
	ORIGINATOR Registrar	
	APPROVED BY President's Executive Committee	
TITLE COURSE LOAD	EFFECTIVE DATE 2006.06.07	REPLACES 2004.06.09

PREAMBLE

Each program has an established approved program of study, outlining the combination of courses which must be successfully completed to entitle a student to certification as a graduate of the program. The program of study is divided into academic achievement levels, each one outlining the courses to be taken in a given term. The number of courses taken in a particular term is referred to as the course load.

A student who decides formally to waive receiving credit for a particular course, by opting out of evaluation and grading, is described as having audit status in that course.

POLICY

1. Students are able to maintain full-time status in one program and part-time status in another program in the same term. Only by exception would students be considered for full-time status in two programs in the same term. Such exceptions would require the approval of the Dean or designate. In accordance with Ministry regulation, full-time is defined as taking at least 66 $\frac{2}{3}$ % of courses of the program for a particular level or 70% of the contact hours of the program for a particular level. Part-time is defined as taking less than a full-time load.
2. Student fee payments apply only to the courses that are on their program of study. If a student is registered in less than a full course load, he/she may request approval from the Program Chair to register in a course offered in the same School, not on his/her program of study, at no additional cost.

At the discretion of the Program Chair, students carrying a full course load may take one additional course on their program of study, at no additional cost. Additional fees will be assessed, in accordance with provincial audit guidelines, for any further increase in course load.

3. Students may be required by their Program Chair to reduce the number of hours/courses in their term curriculum, to withdraw from full-time status in the program, or, to withdraw completely from the program, if their previous academic performance is such that they are on academic probation. Students are referred to Directive E11, Grading System, section 5 for further details.

4. An audited course cannot be used to establish a full-time course load.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Permission to take additional hours/course(s) will be based on successful academic standing, and availability of space in the chosen course(s).
2. Students whose academic performance falls within the category of "academic probation" are required to see their Program Chair. Continuation in the program is subject to conditions established by the Program Chair such as reduction of number of hours/course(s).
3. Because of the nature of the course, class size restrictions, space constraints, possible legal restrictions, and/or safety factors, permission of the appropriate Academic Chair is required for registration with audit status. Students should be aware that audit status is a privilege, not a right, and that pre-requisites and/or co-requisites, if any, of the course apply.
4. Audit and credit status must be declared in writing at the time of registration and approved by the appropriate academic Chair. Credit status cannot be changed to audit status after the tenth day of classes in the day timetable, or after the second scheduled class in the Continuing Education timetable.
5. There is no distinction in fees between credit and audit.
6. A course that is non-funded cannot be used to calculate a student's classification of full-time or part-time.
7. Students who take less than a normal course load may be ineligible for full OSAP (Ontario Student Assistance Program) support. Students are advised to consult the Financial Aid Office for details.
8. Students who are attending the College on a student authorization (visa) are advised that their student authorization status depends on their maintaining a full course load. These students should stay in close contact with their Immigration Officer.

RELATED DIRECTIVES

Registration - E12

Changes to Original Registration - Course Drop/Add - E8

Grading System - E11

Glossary of Terms

(Original signed by)
Vice President, Academic

(Original signed by)
Registrar