

AA08

Course Load

Classification:	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1995.07.19
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Mandatory Review Date:	2027.04.06

PURPOSE

To establish the correlation between course load, student status and tuition fees

SCOPE

All students registered in an Ontario College Credential

DEFINITIONS

Word/Term	Definition
Academic Achievement Level (AAL)	Courses to be taken in a given term
Academic Administrator	Chair, Course Chair, Academic Manager or Dean
Academic Probation	A student is deemed to be on academic probation if the term or cumulative grade point average falls below 1.7, or carries 2 or more F grades per term
ACSIS	The Algonquin College Student Information System Student Portal
Audit status	Status assigned to a course when a student formally waives receiving credit for that particular course
Course load	Number of courses taken in a particular term
Full-time course load	At least 66⅔ per cent (%) of the courses required or 70 per cent (%) of the contact hours for the program of instruction in a given term or reporting period (as defined by the Ministry of Colleges and Universities Tuition and Ancillary Fees Binding Policy Directive)
Non-funded program	Ineligible for government funding. Non-funded programs are fully funded by student fees

Part-time course load	Less than 66⅔ per cent (%) of the courses required or 70 per cent (%) of the contact hours for the program of instruction in a given term or reporting period (as defined by the Ministry of Colleges and Universities Tuition and Ancillary Fees Binding Policy Directive)
Part-time status	A student is deemed to have a part-time status when enrolled in less than a full-time course load in an approved program of study level
Program Level	A Program Level of Study refers to the grouping of courses that are to be taken simultaneously (in a full-time delivery). The number of levels in a program of study is defined by the credential being offered. Generally, the duration of a level is equivalent to an academic term. The number of courses in a program level depends on the program and in alignment with the Ontario Qualifications Framework

POLICY

1. Each program has an approved program of study, outlining the combination of courses which must be successfully completed to entitle a student to receive certification as a graduate of the program.
2. The program of study is divided into academic achievement levels, each one outlining the courses to be taken in a given term.
3. 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 require the approval of the Dean or designate.
4. Tuition fees only apply to the courses that form part of the student's program of study. If a full-time student is registered in less than a 100% course load, they may request approval from the Academic Administrator to register in a course offered within the same School, but not part of his/her program of study, at no additional tuition fee cost.
5. At the discretion of the Academic Administrator, students carrying a full-time course load may take one additional course in their program of study, at an additional cost.
6. Students on academic probation may be required by their Academic Administrator to reduce the number of courses in the term, to change to part-time status in the program, or to withdraw completely from the program.
7. An audited course cannot be used to establish a full-time course load.
8. A non-funded course cannot be used to calculate the full-time or part-time status of a student nor as a course substitution. The course(s) used to calculate the student status course load must be within the same funding category.
9. Permission to take additional course(s) is based on a student's successful academic standing and the availability of space in the chosen course(s).

10. Students whose academic performance falls within the category of "academic probation" are required to see their Program Coordinator upon release of final grades on ACSIS. Continuation in the program is subject to conditions established by the Program Coordinator, such as reduction of number of course(s).
11. Audit status in a course is a privilege, not a right. Registration with audit status requires advanced permission of the Academic Administrator who must consider the nature of the course, class size restrictions, space constraints, possible legal restrictions, and/or safety factors. Prerequisites and/or corequisites of the course, if any, apply.
12. Students wishing to declare audit status must submit a form at the time of registration, which has been approved by the appropriate Academic Administrator. Credit status cannot be changed to audit status after the second week of class of the full-time timetable, or after the second scheduled class in the part-time online or continuing education timetable.
13. The same fees apply to credit and audit status.
14. Students enrolled in less than a full-time course load may not be eligible for Ontario Student Assistance Program (OSAP) support; students are advised to consult with the Financial Aid and Student Awards Office for information regarding the impact of their enrolment status and eligibility for funding.
15. Students who self-identify and meet the designated criteria for a permanent disability and require a reduced course load as a learning accommodation are considered to have full-time status as long as they are enrolled in at least 40% of a full-time course load. Students seeking such accommodation are advised to contact the Centre for Accessible Learning.
16. Students who are attending the College on a Canadian Study Permit are responsible for ensuring that they meet the conditions of the study permit. Their student status requires the international student to maintain a full-time course load, with very few exceptions. International students requesting/requiring reduced course loads, changes to their program progression, or authorized leave are requested to contact International Education Centre with any questions regarding their student status.
17. When a course substitution is used within a program of study, it must match the normative hours assigned to the original course. If the course substitution has a difference in normative hours between 25-30% of the original course hours, Chair approval is required. If the difference in normative hours is greater than 30% it may not be used as a substitution.

PROCEDURE

Action

Responsibility

Registration for Course Overload

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| 1. Request approval in writing to the Academic Administrator to take an additional course(s) prior to the beginning of the term and no later than the second week of class in the full-time schedule. | Student |
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| 2. Grant the student request to take an additional course(s) if the student is in good academic standing and space is available. | Academic Administrator |
| 3. Provide written notification via email to the Registrar's Office of the approval given to the student for additional course(s). | Academic Administrator |
| 4. Review, at the end of term, the evaluation results of students on academic probation to determine if the students are to: <ul style="list-style-type: none">• reduce the number of courses in the next term,• change to part-time status in the program, or• withdraw completely from the program. | Academic Administrator/
Professor |

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA13 Evaluation of Student Learning
AA11 Registration
AA12 Changes to Original Registration – Course Drop/Add
AA14 Grading System

RELATED MATERIALS

None