

SIMON FRASER UNIVERSITY

MEMORANDUM

S.03-7

As amended
by Senate
6 Jan 03

To: Senate

From: A. MacKinnon, Chair
Senate Committee on Undergraduate Studies

Subject: Proposed changes to the Academic Credit Hour load limits
(SCUS Reference 02-33)

Date: December 12, 2002



Action undertaken at the December 10, 2002 meeting of the Senate Committee on Undergraduate Studies gives rise to the following motion:

"That Senate approve changes to the ^{regulations regarding} Academic Credit Hour load limits as set forth in S.03-7 and recommends that the credit hour limit by level be eliminated. If a Faculty so desires a single credit hour maximum can be set for students in a given Faculty credential or program"

**RECORDS AND REGISTRATION
OFFICE OF THE DEAN OF STUDENT SERVICES AND REGISTRAR**

From: Diane Whiteley, Director of Admissions and Records
Nick Heath, SIMS Team Lead

Date: December 6, 2002

To: SCUS

Title: Academic credit hour load limits

Proposal

- That maximum credit hour loads be changed effective Fall Semester 2003 to make the limits independent of the accumulated credit hours (i.e. level) of the student.
- That each Faculty include in University publications advice to students, especially new students, on prudent credit hour loads.
- That, where necessary, the Office of the Registrar provide reports listing students who exceed the credit hour limits for action by academic program areas.

Background

Currently, students' maximum credit hour loads for a given semester are governed by Faculty, credential and level (i. e. upper and lower division.) (Current limits are shown on the attached chart.) In other words, students are restricted in their registration to a maximum number of credit hours. The SIMON system automatically prevents a student from registering in an overload.

For example:

For a regular semester registration, an ARTS BA student having:

- less than 60 credit hours is permitted to have a maximum load of 16 credit hours.
- 60 credit hours or more is permitted to have a maximum load of 18 credit hours.

For an Intersession or Summer Session registration, an ARTS BA student having

- less than 60 credit hours is permitted to have a maximum load of 8 credit hours.
- 60 credit hours or more is permitted to have a maximum load of 9 credit hours.

Additionally, if the student registers in a combination of Intersession/Summer Session and regular Summer Semester courses, the Simon system automatically calculates the appropriate maximum load and prevents the student from registering in an overload.

Currently, to exceed the maximum load limits, a student must gain approval from her/his Faculty. SIMON is then manually over-ridden to allow the student to register in the approved load.

In the PeopleSoft Student Administration system, maximum credit hour loads can be set by semester and session for each academic program. Maximum loads cannot, however, be set by level (e. g. one maximum for students with 60 credit hours or more, another for those with less than 60.) The cost of system modifications to accommodate our current rules are prohibitive and do not appear to be justified.

Furthermore, PeopleSoft Student Administration can prevent students from registering in an overload for courses contained *within* a semester or *within* a session. Unlike Simon, it cannot, prevent a student, who registers in a combination of regular semester and other session courses, from registering in an overload.

Recommendation

Therefore, we recommend that credit hour load limits by level be eliminated and that a single credit hour maximum be set for students in a given Faculty, credential and program (called "academic program" in PeopleSoft) as per the proposals above.

For Information

SIMON CREDENTIAL OVERLOAD REFERENCE TABLE

Source: SRG3800T

Faculty	Credential		Lower level max load	Upper level max load
APSC	BA	Communications	16	18
APSC	BASC	Engineering Science	22	22
APSC	BGS(APPL SCI)		16	18
APSC	BSC	Computing Science	16	18
APSC	BSC(IART,TECBC)	Interactive Arts	16	18
APSC	BSC(ITEC,TECBC)	Information Technology	16	18
APSC	BSC(KINES)	Kinesiology	16	18
APSC	CERTIFICATES	various	16	18
APSC	PBD	various	16	18
APSC	SPECIAL		16	18
APSC	VISITING		16	18
ARTS	BA		16	18
ARTS	BFA	Fine & Performing Arts	16	18
ARTS	BGS		16	18
ARTS	CERTIFICATES	various	16	18
ARTS	EXCHG	Formal Exchange	16	18
ARTS	PBD	various	16	18
ARTS	SPECIAL		16	18
ARTS	VISITING		16	18
BUS	BBA		16	18
BUS	PBD		16	18
BUS	SPECIAL		16	18
BUS	VISITING		16	18
EDUC	BED		16	18
EDUC	CERT(LIT INST)	Literacy Instruction	16	18
EDUC	PBD		16	18
EDUC	PBD(ECE)	Early Childhood Educ	16	18
EDUC	PDP		18	18
EDUC	SPECIAL		16	18
EDUC	VISITING		16	18
SCI	BSC		18	18
SCI	BSC(GENERAL)		18	18
SCI	CERT(ACTUARIAL)	Actuarial Science	18	18
SCI	PBD		16	18
SCI	PBD(ENVM)	Environmental Toxicology	16	18
SCI	SPECIAL		18	18
SCI	VISITING		18	18