

Policy Number: 05.023
Policy Title: Over-Crediting Policy
Policy Type: Academic/ Registrar Related Policies
Responsible Parties: Registrar and Faculty Advisors
Governing Body: Faculty Assembly
Adoption Date: October 8, 2012
Revision Date: November 6, 2013
Effective Date: January 6, 2014

Over-Crediting Policy

Full-time students may choose to take 12-18 credits per quarter. Under specific circumstances, which generate additional fees of \$100 per over-credit, and which may have negative impacts upon student success, full-time students may take more than 18 credits. This situation is referred to as “over-crediting”, and is an option available to students, although it is typically not recommended in most academic situations.

To take more than 18 credits, a written request, the “Over-Crediting Petition” (available in the Registrar’s Office), must be submitted to the Registrar before the student registers for courses, and before the end of the pre-term registration period immediately prior to the term indicative of the request (preferably) or before the add/drop deadline. Students should note that there must be a compelling and coherent academic rationale as to why the over-credit request should be granted. In the event of denial of over-crediting, the Registrar will notify the student, and students may appeal to the Academic Policy and Review Committee (APRC), whose decision is final.

The following conditions and restrictions upon over-crediting exist:

- 1) Students must have the permission of their academic advisers.
- 2) Students may not take more than 22 credits, under any circumstances.
- 3) Students within their first term at Antioch College may not over-credit, regardless of past history, transfer status, etc.
- 4) Students must be in good academic standing; the sole exception is if a student must over-credit as part of the terms of academic probation.
- 5) Students must be in good financial standing.
- 6) Students must be in good community standing (no outstanding or unresolved disciplinary actions).
- 7) Students must not have any outstanding Incompletes or unresolved Academic Integrity or No Grade indicators.
- 8) Students must have earned all attempted credits in the last term (work or study).
- 9) Students must have a minimum GPA of 2.5.
- 10) Students may not over-credit in any term during which they are also enrolled in a Basic Skills class (currently ENG 090, MATH 090)
- 11) Students may petition the Academic Policy and Review Committee (APRC) for an exception to restrictions 1-10. Students should note that the academic rationale for such a request is paramount, and that the decision of APRC is final.
- 12) Credits for audited classes count towards determining over-crediting.

- 13) Over-credit petitions from students with third- or fourth-year standing will not be approved unless the student has an up-to-date, signed degree plan on file in the Registrar's Office.
- 14) Students may not take more than a total of 18 over-credits during their Antioch career.