

5019. ADMINISTRATIVE REGULATIONS ON MAXIMUM STUDENT LOAD

5019.1 The Vice President, Student Services, will be responsible for the administration of the policy and attendant regulations and procedures.

5019.2 Maximum Unit Load

A. Academic Year

The full-time unit load definitions per semester are as follows:

1. Minimum full-time unit load: 12 units
2. Normal full-time unit load: 15 units
3. Maximum full-time unit load without waiver: 18 units
4. Maximum full-time unit load with waiver: 21 units

B. Summer School

For students with good academic standing, i.e., students who are not on any form of probation, the maximum full-time unit load definitions for any one or combination of summer terms are as follows:

1. Minimum unit load for full-time summer status: 6 units.
2. Maximum full-time unit load: 10 units.
3. Maximum full-time unit load with waiver: 12 units.
4. Minimum unit load for half-time summer status: 3 units.

5019.3 Waiver of Maximum Unit Load Limitation

A. A student may request a waiver of the maximum unit load limitation. Under no circumstances will a student be permitted to exceed the defined maximum unit load limitation with waiver. The determination to waive the maximum unit load limitation is the responsibility of the Counseling Department and will be made only for extraordinarily capable students of proven academic ability and excellent past academic performance.

- B. To apply for a waiver, a student must meet the following regulations:
 - a. The student must be matriculated so that his or her college placement examination scores, transcripts of previous academic performance, and other pertinent data are available to the counselor.
 - b. The student must apply to the Counseling Office for a waiver no later than two weeks prior to the first day of walk-in registration for the semester concerned. A waiver request after the two-week deadline requires the approval of the Dean, Counseling and Student Support Services.
- C. The Vice President, Student Services, reserves the right to grant special waivers in unusual circumstances.

5019.4 Reduction of Excessive Student Loads

Any student enrolled in more units than permitted for his or her classification by these regulations will have his or her program of studies reduced to the applicable allowable maximum by the Dean, Admissions and Records, or designated representative.