

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title MAXIMUM STUDENT LOAD	Number D-38.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. D-38.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. The maximum number of hours in which a student may enroll is 18.
- II. Faculty advisors should, as a general rule, advise against a student taking in excess of 18 hours per semester. However, given that circumstances arise that may warrant the need for a student to take an overload, the following procedures will apply:
 - A. The faculty advisor should complete and sign an Advisement Form listing the courses in which the student wishes to enroll. By signing the form, the advisor warrants that the student is academically prepared to take the overload.
 - B. The Advisement Form should be forwarded to the Vice President for Academic and Student Affairs for approval of an overload (19+ credit hours).
 - C. Only the Vice President for Academic and Student Affairs may approve an overload.
 - D. No student, regardless of circumstance, may be approved to take in excess of 21 hours.