



(Course Overload)

DRAFT (for Review/Comment)

SHARED GOVERNANCE COUNCIL (SGC) RECOMMENDATION FORM

Please submit to: President@stcc.edu

“Formally endorsed by Trustees, the Shared Governance Council (SGC) will serve as a high level advisory body to the STCC President on the recommendations developed by the College community that are then submitted to the Board of Trustees. The body will operate on a consensus mode rather than voting. The President will present to the Board of Trustees recommendations via consensus by the SGC with his/hers/their view as to what action the Trustees should take.”

Additional Detail/ ACCT Consultant Report (June 2022):

“Proposals may come to the SGC from any constituent group via written request.”

“The SGC considers fiscal, union, student, administrative impact of the proposal.”

“The President decides to accept, modify or reject the proposal if it is an administrative procedural matter; the President decides to recommend to the Board of Trustees any policy recommendation accompanying it with a statement of support or concern.”

This form is to be used for generating recommendations for shared governance consideration that potentially lead to changes in policy and/or practice-protocols. For an overview of topics to be considered by the STCC Shared Governance Council, please confer with your appropriate representative. The comprehensive consultant report prepared for the college (June 2022) is readily available, and a public-facing website is currently in development that will ensure information, and the availability of agendas, minutes, and decision/actions.



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I: Proposed Recommendation

[The following section is to be completed by the body bringing forward the recommendation]

Name of Entity Making Recommendation: Academic Affairs

a. Nature of the Recommendation:

Academic

Student Success/Systems of Operation

Budget/Fiscal

Health-Safety-Security (Students, Employees, Campus)

Technology/Innovation

Facilities

Other: _____

b. Describe current policy/ protocol/ challenge:

After researching the history of the current course/credit overload policy, it was determined that it may never have gone through a formal governance process. It was also discovered that a policy has never been published in the college catalog. Additionally, although there have been full-term course/credit overload restrictions in Colleague for many years, policies for the relatively new flex terms needed to be added.

A comprehensive policy and protocol recommendation are presented in the attached documents.

- 1) *Maximum Course/Credit Overload for a Term*
- 2) *Credit Overload Acknowledgement form*

- c. Describe recommended policy/protocol change, and the benefit/impact:

Policy and Protocol: The attached recommended policy encompasses all full and flex terms and the protocol requires the completion of a credit overload acknowledgement form.

Benefit: Formalizing the policy and protocol will ensure it has been vetted through the formal governance process. Publicizing the policy in the college catalog is necessary for informational purposes and clarity. Adding the flex terms will close a clear gap in policy.

Course/credit overload policies and protocols ensure students are aware of the impact a course/credit overload might have on their academic performance. They are a standard practice across most higher education institutions.

- d. Describe background and rationale for how the recommendation was generated (involvement of staff-faculty-students-governance bodies), include any supporting data, reports, survey results, research, et al.:

Background: In summer 2020, the Vice President of Academic Affairs, Dean of Academic Initiatives, the Academic Deans and the Registrar discussed adding the flex terms to the course/credit overload policy in recognition of the increased opportunities (afforded by 7-week flex terms) for students to enroll in a number of credits that would likely prove detrimental to their academic success. Prior to implementation students were prohibited from enrolling in more than 21 credits in a 14-week term, but could enroll in an unlimited number of courses/credits in a flex term or summer or winter term. In these cases, there was no way to ensure students were aware of the impact a course/credit overload might have on their academic performance. In addition, a new Credit Overload Acknowledgement form was developed.

Maximum credit rules for the flex terms were built and tested in fall 2020 and a Credit Overload Acknowledgement form was implemented in spring 2021. After the testing was completed, the new flex term rules were added to Colleague starting in the fall 2021 semester



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Rationale: The group currently recognizes that the course/credit overload policy and protocol may never have been properly vetted through a formal governance committee nor have they ever been published in the college catalogue.

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Date submitted:

September 23, 2022

II: Recommendation Review

Shared Governance Council Review and Consideration (Date):

Generated Consensus (minutes made available):

Next Steps (as needed):

III: Presidential Action

Decision on the Recommendation:

Rationale/Summary:



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Date of Presentation to STCC Trustees:

(Signature)

(Date)

Proposal for SGC Fall 2022

Policy for Publication:

Maximum Course/Credit Load for Terms

Full-time status for students is 12 or more credit hours. Students enrolled in fewer than 12 credits are considered part-time for all semesters.

Due to the abbreviated nature of the winter, summer and flex terms, it is important to understand that three to six credits taken over these abbreviated terms can be equivalent to the amount of work of a full-time course load.

Students who wish to register for more than the maximum credit load must complete the Credit Overload Acknowledgement form on the Registrar's Office Portal page (THIS IS IN DRAFT FORM ONLY).

Fall and Spring Full Terms

The typical load for students is 12 credit hours per 14-week semester. The maximum enrollment is 21 credit hours for a full term.

Fall and Spring Flex Terms

There are two flex term options within the full term. The maximum enrollment is 12 credit hours per flex term.

Combination of Fall, Spring, Flex I & II Terms

Any combination of Fall, Spring, Flex I & II terms has a maximum enrollment of 21 credit hours.

Winter Session

The maximum enrollment is 9 credit hours in the winter session.

Summer Terms

There are three term options within the summer session. The maximum enrollment in the Summer Extended term is 18 credit hours and Summer I and II have a maximum of 12 credit hours.

Combination of Summer Terms

Any combination of summer terms has a maximum enrollment of 18 credit hours.

Financial Aid and Enrollment Reporting

For the purposes of federal financial aid and reporting to the National Student Clearinghouse, the College will combine the credit hours of enrollment for winter, full spring and flex terms as well as full fall and flex terms to determine academic load.

Credit Overload Acknowledgement

I am requesting to register for _____ credits, which puts me in credit overload status for the _____ semester.

I acknowledge that I am taking _____ additional credits over the recommended 21 credit limit per semester or the recommended 12 credit limit per the Flex terms as established by Springfield Technical Community College.

I recognize that an overload in coursework may have an effect upon my academic performance.

Student ID Number: _____

Student Printed Name: _____

Student Signature _____ Date _____