

CREDIT LOAD AND OVERLOAD POLICY

Credit Load:

- A full-time undergraduate student must register for a minimum of twelve (12) credits each regular semester to a maximum of **sixteen (16)** credits.
- Part-time study is under **twelve 12** credits.
- Summer credit load is six (6) credits max per session.
- Winter credit load is three (3) credits max.

Overload is defined as registering for more than **sixteen (16)** credits in a regular semester.

A student can request overload credits but are restricted as follows:

Procedure for requesting overload credits.

1. To request overload a student must fill out the Add/Drop form from the Registrar Office; found online here (<https://www.njcu.edu/sites/default/files/adddropform111416.pdf>).
2. The Registrar will forward the form to the University Advisement Center (UAC) or the appropriate Dean's Office.
3. The UAC or the Dean's Office will review, approve/deny, contact the student for more information or register the student.
4. The student will be notified via NJCU email.

Dean's Office Contact Information

College of Arts & Science
K 605, deancas@njcu.edu

College of Professional Studies
P 402, cps@njcu.edu

College of Education
P 303, COE@njcu.edu

School of Business
Harborside 2, 200 Hudson Street, Suite 234
schoolofbusiness@njcu.edu

Note: Part time students looking to take additional credits should contact the University Advisement Cent (<https://www.njcu.edu/academics/academic-success-resources/university-advisement-center/>)er for a change in status.

Note: Requests for overload do not include registration in a closed class. Close course enrollment is at the discretion of the department.