

Credit Overload Policy

Policy on full-time status of students or the maximum number of credit points a student is allowed to register in a term.

First approved: 14 May 2006
This revision: 8th June 2015
Approved by: Academic Senate
Contact person: Registrar

1. Introduction

The purpose of this policy is to delineate full-time status of a student and set the maximum credit point load of a student enrolled in the Maldives National University (MNU) as a full-time student.

In formulating this policy, the Academic Senate is aware that the maintenance of learning and teaching quality is a priority and this purpose must not be subjugated to the conflicting desire of a few students to complete a qualification in a short time. Overloads compromise many academic and administrative quality controls including learning outcomes, time-tabling, etc.

However, genuine instances may arise in which overloads may be considered. This policy sets out the maximum load allowed for all cases that may arise.

2. Definitions

Full-time Student: A full-time student is one who is registered in at least 75% of the normal credit load stipulated by the Maldives Qualifications Authority OR registered in more subjects than prescribed by the qualification's full-time curriculum for any given study period. In other words, for full-time status, a student must be registered in subjects whose credit points total 45 or more. A postgraduate full-time research student is one who is classified as full-time at the time of initial registration or spends at least 35 hours per week on studies during the term. If the student is registered in a course in which the subjects do not have credit points, a full-time student is one who has at least 15 hours of contact per week.

Part-time Student: A part-time student is one who has registered for less than 75% of the normal load or less than 45 credit points. If the subjects do not have credit points, the student would be considered part-time if the weekly contact hours less is than 15 hours for the study period.

Normal Load: The normal full-time study load of a student is prescribed by the Maldives Qualifications Authority. It is 120 credit points per academic year or 60 credit points per term in cases where there two terms per year.

Overload: Any student who has enrolled for subjects or units of study amounting to greater than 60 credit points OR enrolled in more subjects than prescribed by the qualification's full-time curriculum has an overload of subjects. Overloads are usually not allowed.

3. Principles

1. Overloads usually do not permit students to spend sufficient time on each subject and, therefore, diminishes the student's quality of MNU experience.
2. To safeguard the quality of teaching and learning, MNU is under no obligation to facilitate accelerated completion of awards with overloads.
3. MNU will not generally offer courses with workloads in excess of 60 credit points per term as a matter of principle.
4. The focus of MNU is on maximizing the chances of student success. Therefore, the primary consideration should be "does the student have the ability to successfully complete the subjects/units?" Overload requests based on financial, personal and/or family considerations will not generally be accepted.

4. Guidelines

1. In order to be considered for an overload, students must fulfill all of the following criteria:
 - Be in good academic standing.
 - Successfully completed the prior semester and have a minimum cumulative GPA of 2.5 or higher.
 - Have demonstrated the ability to handle a heavy course load in a previous semester with no grades less than a "CR".
 - Have no remaining incompletes (IN's) from a previous semester.
2. All requests for overloading must be made to the Faculty/Centre Office directly. This can be done in person by filling out a Credit Overload Request form or by email to a course coordinator.
3. If a student applies for and receives approval to overload, the student must ensure that they have chosen subjects that have no timetable clashes, or approval will be withdrawn.
4. Student must be aware that by choosing to overload they might achieve lower results and jeopardise their chances of qualifying for honours. Overloading is not grounds for special consideration in any procedure.

5. Exceptions to the above stipulated load will be the following:
 - a. The student has not completed a semester of study at MNU and thus has no record of performance. In this instance, the course coordinator will decide whether to grant an overload based on experience and previous performance at other institutions.
 - b. An overload of up to 20 credit points will allow the student to complete a qualification. In this case, the Dean or the Head of the home Faculty/Centre will decide whether to allow an overload or not.
 - c. Dean's scholars.
 - d. Students enrolled in a subject required for university admission, such as to meet a language requirement, will not be considered for overload calculations.
6. Even if the criteria listed in (1) or (5) are met, no student will be approved for an overload exceeding 30 credit points under any circumstance.
7. Students will not be allowed to take an overload in the first semester of study.

5. Administrative Procedures

1. Requests for overloads cannot be accepted or considered unless the results of the subjects are published and available except in the instances noted above.
2. No requests for overload will be considered after the first two weeks had elapsed since the beginning of the teaching weeks.
3. All requests for overloads must be in the Credit Overload Request Form accompanied by supporting documentation.
4. MNU is under no obligation to adjust the time-tabling to remove clashes for overloaded students. Students must face the consequences of non-attendance where classes clash.

6. Responsibilities

1. The ultimate responsibility for decisions regarding the overload requests is with the head of the faculty/centre which owns the award or qualification.
 2. The decision by the relevant faculty/centre head will be FINAL, and there is No Appeal process.
 3. The *Registrar* will take appropriate steps regarding ADDing new subjects.
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