

STOCKTON UNIVERSITY



PROCEDURE

Student Academic Credit Load

Procedure Administrator: Registrar

Authority: N.J.S.A. 18A:64-8

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Index Cross-References: Policy II-13: Student Academic Credit Load

Procedure File Number: 2013

Approved By: Dr. Joe Bertolino, President

A. ACADEMIC CREDIT LOAD

A student's credit load is defined as the number of credits the student is taking at any time. A student enrolled for less than the required minimum credits is designated part-time.

1. Undergraduate Students:

Full-time undergraduate students are those taking a minimum of:

- 12 credits during each of the fall and spring terms,
- Four (4) credits during winter term, or
- Eight (8) credits during a summer term (the summer term consists of all summer sessions).

For the purposes of financial aid, winter credits are part of the spring term.

2. Graduate Students:

Full-time graduate students are those taking a minimum of 9 credits during each of the fall, spring, or summer terms, and can take up to 21 credits maximum during these terms. Graduate programs may have different limits and requirements, and students must refer to the applicable program handbook for specific program requirements related to credit load.

Full-time graduate students may take an overload (more than 20 credits per term, or credits beyond the program's required maximum) only if they:

- are in good academic standing with the graduate program,
- have achieved a cumulative GPA that is above the graduate program's minimum standard for academic progress, and
- have no current incompletes.

3. Non-Matriculated Students

Non-matriculated students must meet all undergraduate and graduate course prerequisites. All courses in which a student receives a grade or notation (such as a W for withdrawal or I for incomplete) count toward credit limits.

Undergraduate courses: A maximum credit load for an undergraduate non-matriculated student is eight (8) credits in any term, and no more than 24 credits may be attempted in non-matriculated status, excluding dual enrollment students. Appeals of the eight-credit limit may be made to the Office of the Provost; however, any appeal must clearly present a rationale for an exception. The non-matriculated student must apply and be admitted as a matriculated student to exceed the 24 credits limit.

Graduate courses: A student interested in taking graduate credit-bearing courses, but who is not presently working toward a degree, may enroll as a non-matriculated student, except when limited by individual degree programs. Registration for classes is on a space-available basis.

For a graduate degree program, typically no more than nine (9) credits may be attempted in non-matriculated status, though some programs may set lower limits. For graduate certificate or endorsement programs, typically no more than six (6) graduate credits may be attempted in non-matriculated status though some programs may set lower limits. After reaching the maximum cap, a prospective student must apply to the graduate program through the Office of Graduate Admissions.

B. CREDIT OVERLOAD

Full-time students may take an overload (more than 20 credits per term during fall and spring semesters, more than eight (8) credits during concurrent summer sessions, or more than four (4) credits during winter term) only if they:

- have completed at least two terms as a full-time student at Stockton;
- have achieved a cumulative GPA of at least 3.0 in all course work attempted at Stockton;
- have no current incompletes.

Students meeting these criteria and wishing to take an academic overload must submit an Academic Overload Request form located on the Office of the Registrar website.

- For undergraduate students, the completed form must be approved by the student's preceptor(s), the Director of the Center for Academic Advising or their designee, and the School Dean or their designee.
- For graduate students, the form must be approved by the program chair(s) and School Dean or their designee.

Students must submit the necessary form by the end of the Drop/Add period for the session in which they wish to enroll. Students are advised to review their request for an overload with the Office of Financial Aid and the Bursar's Office prior to enrollment in order to maximize financial aid and fully understand the billing implications of enrolling in additional credits.

Review History:

	Date
Procedure Administrator	03/31/2025
Faculty Senate	09/19/2025
AA Council	10/08/2025
AA Leadership	10/17/2025
Divisional Executive	10/28/2025
General Counsel	10/30/2025
Senior Leadership	11/06/2025
President	11/06/2025