

23.31	Course Load	POLICY
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1.0 PURPOSE

- 1.1 To establish the correlation between course load, student status and tuition and fees and to support transparency and accuracy.

2.0 SCOPE

- 2.1 This policy applies to all students registered in college credential programs.
- 2.2 There may be exceptions to this policy where programs and courses are developed and delivered through the College’s Continuing Education and/or Customized Business Training.

3.0 DEFINITIONS

- 3.1. **ACADEMIC SCHEDULE** refers to the dates, events and timelines that outline the academic year, beginning in September and ending in August.
- 3.2. **AUDIT** occurs when a student participates in a course without being evaluated or receiving credit for the course.
- 3.3. **COLLEGE CREDENTIAL PROGRAM:** A program of study that recognizes the successful completion of all program requirements within College approved timelines by providing a student with a credential (Certificate, Diploma, Advanced Diploma).
- 3.4. **COURSE LOAD** refers to the number of courses in which a student is enrolled in a given semester that are program requirements.
- 3.5. **FULL-TIME COURSE LOAD** refers to enrolment equal to or greater than 60% of the mandatory courses in a specific program of study as per the curriculum document in a given semester.
- 3.6. **FULL-TIME STUDENT STATUS** is a student who is enrolled in a full-time course load in a given semester.
- 3.7. **GOOD ACADEMIC STANDING** is when a student has no active academic restrictions (academic probation, restricted enrolment, academic suspension, or academic dismissal).
- 3.8. **OFFICIAL TRANSCRIPT** refers to the official document that records the student’s academic record bearing both the signature of the Director, Enrolment & Registrar and the official college seal.
- 3.9. **PART-TIME COURSE LOAD** refers to the enrolment of less than 60% of the mandatory courses in a specific program of study as per the curriculum document in a given semester.
- 3.10. **PART-TIME STUDENT STATUS** is a student who is enrolled in a part-time load in a given semester.
- 3.11. **STUDENT** is a person who is registered and attending or undertaking a course of study at NSCC. This includes students who are full-time, part-time, online, apprenticeship, etc.

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- 3.12. **TUITION AND FEES** are established by the Nova Scotia Community College and include the mandatory costs to the student of completing a course or program of study.
- 3.13. **UNDECLARED** assigned to students who have not declared a program of study, or who are engaged in courses outside of the program of student.
- 3.14. **UNIT** is based on instructional time; one unit is equivalent to 60 hours of instructional time.

4.0 POLICY

4.1 Course Load Structure

NSCC is committed to providing an exceptional learning experience in all programs and services we provide. The following two sections (4.1 and 4.2) provide students with clarity about how tuition and fees are calculated.

- a. Each college credential program has an approved curriculum document that includes a program course list that outlines the specific courses required and course sequence by semester that constitutes 100% of a full-time course load.
- b. Students are typically only permitted to be registered in one college credential program at any given time.
- c. Students are permitted to register in non-credit or credit courses that are not requirements for their current program of study as an undeclared student, however these courses will not be considered for full-time student status. Additional tuition and fees will apply in these cases.

4.2 Course Load Calculation

- a. Courses that are not required for the student’s current program of study cannot be used to establish a full-time course load. Additional tuition and fees may apply in these cases.
- b. Students may be permitted by their academic chair to enroll in required program course(s) that put them above a full-time course load in a given semester if they have successfully completed pre-requisite course(s). Permission will be based on a student’s good academic standing and the availability of space in the chosen course(s). Additional tuition and fees will apply in these cases.
- c. Students in a college credential program who are registered in a full-time course load (60% but less than 100%), may be permitted by their academic chair to enroll in required program course(s) that put them at 100% of a full-time student status in a given semester as long as they have successfully completed pre-requisite course(s). Permission will be based on a student’s good academic standing and the availability of space in the chosen course(s). Typically, no additional tuition and fees would apply in these cases.
- d. Full-time tuition and fees will apply to students enrolled in a full-time course load.
- e. Students registered in a part-time course load will be charged the approved per unit tuition and fees based on the number of units in which they are enrolled. Typically, tuition and fees will cap at the current full-time semester tuition and fees.

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4.3 Course Auditing

Course auditing supports a core value of NSCC, student success, and may enable students to continue to progress in their program of studies.

- a. Registration with audit status requires the written permission of the Academic Chair.
- b. Certain course(s) will not be eligible for course auditing due to their applied nature, class size restrictions, space constraints, possible legal restrictions, and/or safety factors. Applied learning courses including but not limited to work experience, internships, clinicals, and co-operative education are not eligible for course auditing. Pre-requisites and/or co-requisites of the course(s), if any, apply. Regular tuition and fees will apply.
- c. An audited course cannot be used to establish a full-time course load.
- d. Audited courses will be recorded on the official transcript.
- e. Regular enrolment in classes cannot be changed to Audit status after the second week of classes.
- f. Auditing status cannot be changed to regular enrolment after the enrolment deadline.

4.4 Exceptions

Students on an approved accommodated reduction are considered to be at full-time student status regardless of their calculated course load.

5.0 POLICY SUPPORTS

- 34.01 Academic Accommodations Policy
- 23.02 Course Load Procedures
- 24.01 Academic Probation Policy

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