

## Policy Provisions

1. AU students are required to register and maintain a full academic load as long as they are in good academic standing.
2. **Full Academic Load:**
  - 2.1 A full academic load for students in Diploma and Bachelor programs (2+2 track) is defined as per the parameters in Appendix A & B.
  - 2.2 A full academic load for students in Bachelor programs (0-4 track) is typically defined between 15-20 credit hours per academic semester.
3. **Reduced Academic Load:**
  - 3.1 A reduced load for students in Diploma and Bachelor (2+2 track) programs is defined as per the parameters in Appendix A & B.
  - 3.2 A reduced load for students in Bachelor programs (0-4 track) is typically defined as 12 credit hours per academic semester.
  - 3.3 A reduced is only granted for:
    - 3.3.1 Students who have been issued an Academic Warning, Probation or Final Probation with a GPA below 2.00;
    - 3.3.2 Students who have disabilities can apply for a reduced load through an online request submitted by the Center for Learning Differences to SIS (Student Information System).
  - 3.4 The student's reduced load request has to be approved by the Academic Advisor and Head of Department. The request must then be submitted online to the SIS unit.
  - 3.5 Students who are granted a reduced load continue to be bound by AU's policies and procedures and are expected to complete their studies as per AU's Academic Progression, Warning and Probation Policy. Students should acknowledge that reducing study load may impact their ability to complete their program within the required timeframes.
  - 3.6 Tuitions fees associated with a reduced-load are determined in accordance with AU's fee structure and relevant financial policies. Being on reduced load may affect a student's scholarship status.
4. **Over-load:**
  - 4.1 An over-load for students in Diploma and Bachelor programs (2+2 track) is defined as per the parameters in Appendix A & B.

**4.2** An over-load for AU students in Bachelor programs (0-4) track is typically defined as above 21 credit hours per academic semester.

**4.3** An overload is only granted if:

- The student has earned a cumulative GPA of at least 3.50/4.00 or
- The student is expected to graduate.

**4.4** The overload request of the student must be approved by the Academic Advisor and Head of Department and then submitted through an online request to SIS.

**4.5** A student who is granted an over-load continues to be bound by AU's policies and procedures. Even if the request for a load increase is approved, registration in the requested courses will be conditional and subject to class availability.

**4.6** Tuitions fees associated with an over-load are determined in accordance with AU's fee structure and relevant financial policies.

#### **4.7 APPENDIX**

- A. College of Business Programs.**
- B. College of Engineering Programs.**

## A. College of Business Programs.

Program	Semester	Reduced Load (CH)	Full Load (CH)	Over Load (CH)
<b>College of Business Diploma Programs</b>				
<b>Diploma of Human Resources Management</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18
<b>Diploma of Management</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18
<b>Diploma of Marketing</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18
<b>College of Business Bachelor Programs (2+2 track)</b>				
<b>Bachelor of Business (Management)</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18
<b>Bachelor of Business (Marketing)</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18

## B. College of Engineering Programs.

Program	Semester	Reduced Load (CH)	Full Load (CH)	Over Load (CH)
<b>College of Engineering Diploma Programs</b>				
<b>Diploma of Mechanical Engineering</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18
<b>Diploma of Civil Engineering</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18
<b>Diploma of Petroleum Engineering</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18
<b>Diploma of Electrical and Electronics Engineering</b>	1	NA	15	18
	2	12	15	18
	3	12	15	18
	4	12	15	18
<b>College of Engineering Bachelor Programs (2+2 track)</b>				
<b>Bachelor of Engineering Technology (Mechanical)</b>	1	NA	13	16
	2	12	15	18
	3	12	15	18
	4	12	17	20
<b>Bachelor of Engineering Technology (Civil )</b>	1	NA	13	16
	2	12	15	18
	3	12	16	19
	4	12	16	19
<b>Bachelor of Engineering Technology (Petroleum)</b>	1	NA	16	19
	2	12	16	19
	3	12	15	18
	4	12	15	18
<b>Bachelor of Engineering Technology (Electrical and Electronics)</b>	1	NA	15	18
	2	12	15	18
	3	12	18	21
	4	12	15	18