



Policy Name:	Credit Overload Policy		
Department	Admission	Approval Authority	Rector
Date of Implementation	28/08/2018	Date of last Revision	15/07/2020- V02

1. Introduction and Scope

- a. Assurance of quality of MI College programmes to ensure that students spend the prescribed time per module as per MQA guidelines.
- b. Defines the maximum load to be delegated to a student at a given time period.

2. Definitions:

Credit Overload: Any student who has enrolled for a module of study amounting to greater than 60 credit points OR enrolled in more subjects than prescribed by the full-time curriculum has an overload of subjects.

3. Maximum allowed credits

The maximum load a student can be given at a time period (could we specify the time period- whether it is semester or a year) is 75 credit points.

Credit Overload is generally not allowed, however based on the discretion of The College Academic Review Committee it can be allowed based on the fulfillment of the following criteria:-

- a. Completion of a full semester or term at MI College before the overload is allowed.
- b. Successful completion of the previous semesters with a minimum GPA of 2.5
- c. Demonstrate the ability to handle heavy course load in previous semester(s) with none of the grades being less than “CR” rating.
- d. Must have passed in all the modules in previous semester(s).
- e. Submit the Credit Overload request at least one week before the start of the session.

4. Protocols

a. All requests for credit overload must be made to the Registrar via the Credit Overload Request Form at least one week before the session commences. (See Annex 1 for the Credit Overload Request). The Credit Overload Request Form may be submitted via SS portal provided the facility is available at the time.

b. After the receipt of the approval for taking up an overload, the student must ensure that he/she has chosen a subject that has no class schedule clash, or else the approval might be withdrawn. MI College is under no obligation to adjust the class schedules to remove clashes for a student who has got the approval for the overload. A student must face the consequences of non-attendance where class clash occurs.



- c. Students must be aware that by choosing for overload they might achieve lower grades and thereby jeopardize their chances of qualifying for honors. Overloading may not be considered as grounds for special consideration in any procedure.
- d. Students will not be allowed for overload in the first semester of the course.
- e. Students who have not completed a semester of study at MI College and thus have no prior record of performance can be granted an exception and allowed to undertake an overload, provided the Dean of the Faculty and Course Coordinator approve the case based on the student's experience and previous performance at other institutions.
- f. Requests for overloads cannot be accepted or considered unless the results of the modules are approved and uploaded in the SS. (could we clarify which modules have to be uploaded in the SS)
- g. No requests for overload will be considered after two weeks have elapsed from the commencement of a respective module.

5. Annex:

Annex 1: Credit Overload Request – Sample

END OF DOCUMENT