



## **COURSE LOAD LIMIT POLICY & APPEAL PROCEDURE**

### **PART 1: CONTEXT**

For many years the LIS Program had an informal policy of limiting students to 12 credits per semester. The faculty decided to formalize this policy as an expression of our concern for student learning. We realize that our students are highly intelligent and self-motivated. We also understand the need to complete the degree expediently for financial and other reasons.

Unfortunately, exceptions to this informal policy granted in the past sometimes created serious problems for the students involved, other students, and faculty.

According to the **UHM Metric of Hours per Credit**, for each graduate-level course taken, a student is expected to spend at least three hours on coursework outside of class per unit of course credit per week. For a three-credit course, this means that students are expected to spend three hours in class plus nine hours outside of class engaged in coursework each week of the semester. A student taking twelve credits is thus expected to devote forty-eight hours per week on coursework. Thus a twelve-credit course load is more than equivalent to a full-time job.

In addition, LIS courses frequently feature group projects. When one student falls behind other students are affected.

Accordingly, the following policy and appeal procedure takes effect as of 2 November 2007.

### **PART 2: THE POLICY**

Students shall register for no more than 12 credits in a fall or spring semester. This includes all courses counting towards a MLISc, including those taken in other departments as part of the MLISc.

Under exceptional circumstances, students may complete a **COURSE LOAD LIMIT APPEAL FORM** to request an exemption from fall or spring restrictions. Requests will be considered by the LIS Faculty on the basis of the appeal, faculty comments, and a careful examination of the student's complete academic record. It is up to the student to clearly make a strong case for any exceptions.

During the summer session, students are limited to one course per 3-week session. Students may take up to two 6-week courses per 6-week session. Students may not take a 3-week and 6-week course in the same period.



## COURSE LOAD LIMIT APPEAL FORM

**In addition to the questions below, students should complete a 1-page statement covering:**

- (1) Specific details as to why you are requesting an exception to the Course Load Policy;
- (2) What special steps do you plan to take in order to complete all assignments satisfactorily, and in a timely manner?

**Please e-mail this form and statement to the LIS Chair. Allow two weeks for an official response.**

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|---|---|
| Student Name:                           |   |
| Student ID Number:                      |   |
| Cumulative GPA:                         |   |
| Number of Credits Completed:            |   |
| Anticipated Graduation:                 | ___ Fall ___ Spring ___ Summer (Year:___) |
| Semester/ Year Requesting Exemption:    | ___ Fall ___ Spring ___ Summer (Year:___) |
| If working, number of hours per week:   |   |
| Courses you plan to take that semester: |   |