**Course Overload**

**[Scope]**

This policy applies to Cohort A students (Dual Degree and Single Degree students) and Cohort B students registering for RU courses. This policy does not apply to ANU course enrollment.

**[Rationale]**

The study at the GLA is strongly premised on ensuring each student's academic progress according to his/her long-term learning goals in the college's sequential curriculum. In order to provide a wide variety of opportunities for students to explore their academic interests, a course overload may be granted based on the following conditions and procedures.

**[Policy Statement]**

For 2020 onwards, students are not eligible for course overload during the first term of their study at GLA. Cohort B students can apply for the course overload from their first semester at RU, presumably their 3rd semester in the dual degree program. This does not apply to Cohort A students admitted in 2019.

To be considered for an overload, students must meet all criteria outlined below.

**General Requirements:**

* Students must have earned at least 16 RU credits in the preceding semester.
* Students must have earned a RU GPA of 3.00 or higher (out of 5.00) in the preceding semester at RU or equivalent by the ANU GPA scale if they attended full ANU courses during the preceding semester.
* A cumulative GPA is not used in this evaluation process.

**Cohort A Students**

|  |  |  |
| --- | --- | --- |
| Preceding Semester | Required credits from the Preceding Semester | Required GPA from the Preceding Semester |
| RU Courses Only | 16 RU credits | 3.00 based on the RU courses |
| RU Courses & ANU Courses | 16 RU credits, including ANU units converted to RU credits | 3.00 based on the RU courses |
| ANU Courses Only | 16 RU credits, including ANU units converted to RU credits | 5.00 based on the ANU courses |

**Cohort B Students**

|  |  |  |
| --- | --- | --- |
| Preceding Semester | Required credits from the Preceding Semester | Required GPA from the Preceding Semester |
| RU Courses Only | 16 RU credits | 3.00 based on the RU courses |
| ANU Courses Only | 16 RU credits, including ANU units converted to RU credits | 5.00 based on the ANU courses |

**[Exceptions]**

Cohort A students in their 8th semester or beyond and Cohort B students in their 4th semester at RU attempting to complete their remaining graduation requirements in time may be exempted from the criteria above. Consult an academic advisor for details.

**[Number of Credits] \*Effective Spring 2023**

**Cohort A Students**

|  |  |  |
| --- | --- | --- |
|  | Default RU Credit Cap / Semester | Course Overload |
| 1st-7th Semester | 8th Semester |
| Students before the Academic & English Hurdle Assessment | 19 | 21 | 23 |
| Students who passed the Academic & English Hurdle Assessment | 11 | 13 | 15 |
| Single Degree Students | 21 | - | 25 |

**Cohort B Students**

|  |  |  |
| --- | --- | --- |
|  | Default RU Credit Cap / Semester | Course Overload |
| 1st- 3rd Semester at OIC | 4th Semester at OIC |
| Cohort B Students | 19 | 21 | 23 |

**[Procedure]**

1. Students must complete the [Course Overload Form](https://en.ritsumei.ac.jp/gla2-e/file/academics/academic_advising/forms/courseoverload_withdrawal_adddrop_form_2022.pdf) and submit it to the Academic Advising Center through [General Inquiry Form](https://en.ritsumei.ac.jp/gla/advising/contact_academic_dvising_team/). Students are encouraged to do so as soon as their preceding semester grades become available so that their RU credit cap will be adjusted before the registration period of the following semester.
2. An academic advisor will review the number of credits and GPA earned from the preceding semester and respond within two (2) business days.

**[Cross Reference]**

Class Capacity