



Committee Meeting: Policy Committee	Date: May 18, 2018
Committee Chair: Kathleen Masiello – members present page 2	
New or Edited Policy: Student Credit Hour Enrollment Cap per Term	

**POLICY NAME:** Student Credit Hour Enrollment Cap per Term

**POLICY TYPE:** Board

**SUBMITTED BY:** Jim Bierl - Academic Standards Committee

**ISSUE OR STATEMENT OF PURPOSE:** The current credit hour cap was approved by the Board of Trustees on June 30, 2016. This policy called for a cap of 24 credits per term. Prior to this, SUNY Erie had no credit hour cap in place

Over the past year, the Academic Standards committee reviewed probation/dismissal policies of 29 New York state community colleges in an effort to review and make changes to our policy. That review discovered that of the 29 community colleges, SUNY Erie had the highest credit hour cap (see below). As part of the committee’s efforts to update our probation/dismissal policy, we also felt it necessary to change our credit hour cap to 19 credit hours, which is more in line with other community colleges.

29 Community Colleges in New York State were reviewed  
 27/29 community colleges have published caps.  
 2/29 stated that the cap was based on the actual semester credits needed for a particular program.

- 18 credits – 9
- 19 credits – 14
- 19.5 credits – 1
- 20 credits – 0
- 20.5 credits – 1
- 21 credits – 1
- 24 credits 1 – **SUNY Erie**

**NEW OR EDITED POLICY:** Edited. Student Credit Hour Enrollment Cap per Semester. No policy number was found. Approved at the June 30, 2016 Board of Trustees meeting.

The proposed new policy:  
 Change the credit hour cap to 19.0 hours per term. “Term” is defined as Fall Semester, Inter-Session, Spring Semester, Summer 1 or Summer 2. A student may be able to take more credits with approval of their department chair /head and direct supervisor.



**POLICY NAME:** Student Credit Hour Enrollment Cap per Term-Continued

**DOES IT SUPERCEDE A POLICY/WHICH ONE :** Yes Student Credit Hour Enrollment cap per Semester - A cap of 24 credit hours will be placed on students registering for courses in either fall or spring semesters. There will be an option to go above 24 credits to accommodate any special needs. However, this action will require academic departmental approval.

**POLICY COMMITTEE RECOMMENDED ACTION:**

Policy Committee recommends the Board of Trustees approve the Board Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to Credit Hour Cap

**POLICY COMMITTEE MEMBERS PRESENT:** Trustee Kathleen Masiello, Trustee Susan Swarts, EVP of Administration and Finance Penelope Howard, VP of Enrollment Management Steven Smith, Dean of Liberal Arts and Sciences Jamie Smith, Dean of Liberal Arts and Sciences Joanne Colmerauer, Director of Registrar Paul Lamanna, and College Senate Representative Michael Delaney

**DATE OF BOARD APPROVAL:** May 31, 2018.

**POLICY COMMITTEE TEAM FOLLOW-UP:**

Following Trustee approval this Board policy will be included in the Erie Community College Board of Trustees Policy Manual.

**INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:**

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The Policy has been reviewed and discussed at the Policy Committee meeting of April 13, 2018 and May 18, 2018.