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## 5.617 Student Academic Load and Class Standing

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Student Academic Load and Class Standing</b>  <b>Policy 5.617</b>	
<b>Academic Policies</b>		Effective date: <b>Summer Term 2013</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
	Chancellor	N/A	June 5, 2012
<b>Revised:</b>	Chancellor	N/A	February 20, 2013
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Vice Chancellor for Academic Affairs	Vice Chancellor for Academic Affairs	937-769-1890	All Academic Programs

## I. Introduction

Antioch University maintains a standard set of definitions on student academic load per term that reflect commonly accepted practice in higher education. This consistency is important to ensure that students are appropriately classified as being registered full-time, half-time, or part-time for the purposes of assessing satisfactory academic progress as well as financial aid eligibility.

Each academic program is expected to follow the definitions as outlined below. All programs are required to publish their standards for academic load in a manner consistent with other admissions and enrollment information.

## II. Definitions

The definitions of student academic load are differentiated by academic level, undergraduate and graduate. The number of credits listed for each definition is tied to the type of academic term employed by the program. Therefore, if a program is based upon the semester

system, the number of credits required is semester credits. Likewise, if the program is based upon the quarter system, the number of credits required is quarter credits.

**A. Undergraduate Class Standing.** Undergraduate class standing is determined by the total number of credits a student has earned, including AU coursework as well as any transfer work that has been accepted. Class standing may be used to determine eligibility for some classes, registration start times, financial aid awards, etc.

<u>Class Standing</u>	<u>Semester Credits Earned</u>	<u>Quarter Credits Earned</u>
Freshman	29.99 or fewer semester credits	44.99 or fewer quarter credits
Sophomore	30 to 59.99 semester credits	45 to 89.99 quarter credits
Junior	60 to 89.99 semester credits	90 to 134.99 credits
Senior	90 or more semester credits	135 or more quarter credits

**B. Student Academic Load.** Student academic load is the student status associated with full-time, three-quarter time, half-time and part-time study. The definitions of student academic load are differentiated by academic level, undergraduate and graduate. The number of credits listed for each definition is tied to the type of academic term employed by the program. Therefore, if a program is based upon the semester system, the number of credits required is semester credits. Likewise, if the program is based upon the quarter system, the number of credits required is quarter credits.

**1. Full-time academic load.**

Students are classified as full-time students according to the qualifications listed below:

a) **Undergraduate Students.** Undergraduate students who register for 12 or more credits per term are classified as full-time students.

b) **Graduate Students.**

(i) Academic Credit as Basis: Graduate students who register for 6 or more credits per term are classified as full-time students; and/or

(ii) Academic Work as Basis: Graduate students who register for certain academic work such as thesis, dissertation, internship, and practicum may be classified as full-time students, as determined by the program. The campus Vice President for Academic Affairs approves the designation of full-time status for such registrations, based upon the amount of work students are

expected to complete within each term. For university-wide programs, the Vice Chancellor for Academic Affairs approves these designations.

**2. Three-quarter time academic load.**

**a) Undergraduate students** who register for fewer than 12 but at least 9 credits per term may be classified as three-quarter-time students, as needed for funding purposes.

**b) Graduate Students.** Three-quarter time academic load is not applicable to graduate students.

**3. Half-time academic load.**

Students are classified as half-time students according to the qualifications listed below:

**a) Undergraduate Students.**

(i) Undergraduate students who register for fewer than 12 but at least 6 credits per term are classified as half-time students.

(ii) As noted above, for funding that recognizes three-quarter time academic load, half-time undergraduate students who are registered for fewer than 12 but at least 9 credits per term may also be classified as three-quarter time students.

**b) Graduate Students.**

(i) Academic Credit as Basis: Graduate students who register for fewer than 6 but at least 3 credits per term are classified as half-time students; and/or

(ii) Academic Work as Basis: Graduate students who register for certain academic work such as thesis, dissertation, internship, and practicum may be classified as half-time students, as determined by the program. The campus Vice President for Academic Affairs approves the designation of half-time status for such registrations, based upon the amount of work students are expected to complete within each term. For university-wide programs, the Vice Chancellor for Academic Affairs approves these designations.

**4. Part-time academic load.**

Students are classified as part-time students according to the qualifications listed below:

a) **Undergraduate Students.** Undergraduate students who register for 5 or fewer credits per term are classified as part-time undergraduate students.

b) **Graduate Students.** Graduate students who register for 2 or fewer credits per term are classified as part-time students.

### III. Variations on Academic Load Standards

On rare occasions, variation on the standard academic load may be approved by the Chief Academic Officer. These exceptions must be based upon specific requirements or limitations based upon factors such as instructional delivery or academic term length. Two examples of appropriate variation are provided below:

A. An academic term that is substantially shorter than the length of the standard academic term (14-16 weeks/semester; 10-11 weeks/quarter)

B. An accelerated delivery model that requires student to be registered for substantially greater credits per term than does the standard registration pattern for full-time and half-time enrollment.

In these cases, a proposal for a reviewed academic load must be presented in writing to the Chief Academic Officer and include the rationale for the variation on academic load standards. If approved, these modified standards will not apply to the assignment of student status for academic and financial aid purposes, but may apply to tuition rates.

### IV. Related Guidelines:

A. **Overloads:** Due to the potential for academic performance to suffer with an increased load, campuses or programs may place an upper limit on the number of credits for which students may register in a single term or for which students are required to obtain advisor or academic unit head approval. Overload registrations may result in additional tuition or fee charges.

B. **Student on Probation:** Students on academic probation may be subject to limits on the number of credits and the courses for which they are approved to register.

C. **Academic Terms:** Antioch University allows for three different academic terms: quarter, semesters, and annual terms. Each program within the university follows a specific academic term. The calculation of student academic load is expected to be applied against the term under which the program is designed.

D. **Academic Load and Financial Aid:** Students who carry full-time or half-time academic loads may be eligible for federal or state subsidized financial aid. Students who carry part-time academic load are not eligible for federal or state subsidized financial aid.

## Policy Cross Reference

Satisfactory Academic Progress	Policy #6.119
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