

Name of Policy: Credit Hour Load and Part-Time Status
Source: Academic Affairs and Financial Aid
Date Revised: June 2018
Form to Complete: Request for Student Credit-Hour Overload (fall and spring semesters only) or Request for Part-Time Status Form (fall and spring semesters only), see the Registrar for forms

**Policy:**

**Fall and Spring Semesters**

Full-time status is 12 to 18 credit hours each semester. The normal freshman-year load is 15 credit hours each semester. Students may take an excess of 18 credits only if they have a cumulative GPA of 3.0 and a Request for Student Credit Hour Overload is approved by the Executive Vice President for Academic Affairs and the student's department chair. Full-time tuition covers 12 to 18 credit hours.

Part-time status is defined as less than 12 credit hours for the fall or spring semester. Part-time status is approved by the Director of Financial Aid. Students may still be eligible for Federal Aid. Institutional aid may be considered if student provides a current degree audit signed by their academic advisor. Aid will be prorated based upon the number of part-time hours enrolled.

**Summer Sessions**

A six-credit load during either summer session is considered maximum load. A student may earn up to 12 credits during the summer by taking six credits each for Summer Session I and II.