



ACADEMIC AFFAIRS POLICY

Number, Title: AA-117 - Undergrad Student Course Load and Credit Hour Policy

Effective Date: August 30, 2021

Strategic Plan: SP 1.1 and 1.2

HLC: Criterion 2

Consultations: Director of Financial Aid, Regional Directors, Registrar, Deans, Vice President for Academic and Student Affairs, Academic Affairs Committee

New

Revision Change*

***Anything that is a revision must include the original policy.**

PURPOSE

To identify and classify enrollment status for a given term at Upper Iowa University (UIU).

DEFINITIONS

- ❖ Credit Hour: an approximate measure of effort/time required for a typical student to achieve the learning outcome of an educational experience.
- ❖ Course overload: when a student requests to register beyond the normal session or semester course load.
- ❖ Standard course load:
 - ❖ Centers and Online: 6-8 credits per session
 - ❖ Fayette: 12-18 credits per semester

POLICY

Full time students are expected to maintain a sufficient courseload, in order to complete a degree in a timely fashion and qualifying for financial aid; regardless of instructional modality.

PROCEDURES

To be consistent with guidelines for determining the amount and level of credit awarded courses and be in compliance with policies set forth by both the U.S. Department of Education and the Higher Learning Commission, the following applies.

Fayette:

A student will normally enroll for 12-18 credits per semester, which is equivalent to a full-time load. Students desiring to enroll in more than 18 credits per semester must:

1. Meet the minimum GPA requirement. A cumulative minimum GPA of 3.0 is required to enroll in more than 18 credits in a semester.
2. Have been a full-time student with UIU, during a previous semester; and,

3. Have the permission of the student's Academic Advisor. Students will not be allowed to register for more than 24 credits a semester.

Center and Online:

A student will normally enroll for 6-8 credits per session. Students desiring to enroll in more than 8 credits per session through Center, Online, and/or Self-Paced Degree Programs must:

1. Meet the minimum GPA requirement. A cumulative minimum GPA of 3.0 is required to enroll in 9 semester credits and a 3.5 is required to enroll in 12-semester credits per session.
2. Successful completion of a session with 6 credits; and
3. Have the permission of the student's Academic Advisor. Students will not be allowed to register for more than 12 credits a session.

**Exceptions to this are students in the Nursing Program who may take up to 9 credits per session.*


RELATED DOCUMENTS, FORMS, AND POLICIES

Academic Catalog

Revision History

Revision Number:	Revision Date:	Revision Change

Vice President for Academic and Student Affairs Approval:

Signature:	Name:	Date:
	Douglas L. Binsfeld	07.15.21
	Sent to UPC on:	