

## Policy Revision

<b>Policy Title</b>	Enrollment Policies		
<b>Policy URL</b>	<a href="https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/enrollment">https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/enrollment</a>		
<b>Suggested updates</b>	<ul style="list-style-type: none"> <li>-Update criteria for advanced status for graduate level students</li> <li>-Add table with information for full and half-time status for undergraduate and graduate careers</li> <li>-Remove information on graduate full-time status for winter</li> <li>-Add stipulation that first-time students starting in summer term may be considered full time at 6 units with approval by the Office of the Registrar</li> <li>-Direct students with questions regarding their full-time status to their academic advisor instead of their college dean's office</li> <li>-Replace references to semesters/sessions with terms</li> </ul>		
<b>Rationale for updates</b>	<ul style="list-style-type: none"> <li>-Updating criteria for advanced status for graduate level students allows for capstone experiences outside of 900-level courses to count toward eligibility</li> <li>-Students must maintain half time enrollment to qualify for federal loan repayment deferral; adding a table with half time enrollment makes this information easily accessible</li> <li>-The credit loads previously named for graduate students in winter weren't attainable, and enrollment is not required in winter to maintain full-time status</li> <li>-International student athletes must arrive in late summer for practice, and struggle to meet the current full-time status (which required to maintain their visa).</li> <li>-The student's advisor is the correct person to speak with regarding their full-time status, not the dean's office</li> <li>-Using "term" instead of semester/session makes the policy more uniform as it applies to in-person and online students</li> </ul>		
<b>Contact Person for Questions</b>	Michael Davenport, Associate Registrar		
<b>Responsible Unit</b>	Graduate College   Office of the Registrar	<b>URL</b>	Click or tap here to enter text.
<b>Career Applicability</b>	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Law <input checked="" type="checkbox"/> Medicine <input checked="" type="checkbox"/> Pharmacy <input checked="" type="checkbox"/> Veterinary Medicine		
<b>Approvals Granted</b> <i>(for council use only)</i>	UGC Policies Subcommittee	Scheduled: 3/14/2023, 4/11/2023, 9/12/2023	Status: Approved by e-vote 4/19/2023, Approved with updates 9/12/2023
	Undergraduate Council	Scheduled: 4/25/2023, 9/26/2023	Status: Approved 4/25/2023, Approved with updates 9/26/2023
	Graduate Council	Scheduled: 9/15/2023, 10/20/2023	Status: Approved 10/20/2023
	Undergraduate CAAC	Scheduled: 10/24/2023, 11/28/2023	Status: Approved 11/28/2023
	Graduate CAAC	Scheduled: 9/12/2023	Status: Approved with updates 9/12/2023

	Faculty Senate Executive Committee	Scheduled: 11/20/2023	Status:
	Faculty Senate	Scheduled: 12/04/2023	Status:

**Policy Revision Side by Side**

Additions in **Green** – Deletions in **Yellow**

Existing Policy	Proposed Edit									
<h2 data-bbox="107 380 401 440">Enrollment</h2> <p data-bbox="107 488 674 521"><b>Full-Time Undergraduate Student Status</b></p> <p data-bbox="107 532 1016 678">Full-time status for an undergraduate student varies with the college and study program, but ordinarily requires a course load of at least 12 units per semester. Students in doubt about their standing should check with their college dean's office.</p> <p data-bbox="107 721 590 753"><b>Full-Time Graduate Student Status</b></p> <p data-bbox="107 764 489 797"><b>Fall and Spring Semesters</b></p> <p data-bbox="107 808 1035 1255">During the fall and spring semesters, for students with Graduate Assistant/ Associate appointments, full-time status consists of a minimum enrollment in 6 units of graduate credit. A graduate student working on a thesis or dissertation who is only enrolled in 900-level units and not employed as a Graduate Assistant/ Associate must be enrolled in 3 units. A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate may apply for <b>advanced status</b>, which allows 1 unit of 900-level credit for full-time status. In all other cases, full-time status consists of a minimum enrollment in 9 units of graduate credit.</p> <p data-bbox="107 1295 1020 1474">The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, to international students with F or J visa status, and/or to students receiving University funding other than wages. Full-time enrollment may or may not keep the student from falling outside the threshold of</p>	<h2 data-bbox="1066 380 1360 440">Enrollment</h2> <p data-bbox="1066 488 1675 521"><b>Units Required for Full-Time Student Status</b></p> <table border="1" data-bbox="1066 532 1995 789"> <thead> <tr> <th data-bbox="1077 542 1377 613">CAREER</th> <th data-bbox="1377 542 1686 613">FULL-TIME STATUS</th> <th data-bbox="1686 542 1992 613">HALF-TIME STATUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="1077 621 1377 699">Undergraduate</td> <td data-bbox="1377 621 1686 699">12</td> <td data-bbox="1686 621 1992 699">6</td> </tr> <tr> <td data-bbox="1077 708 1377 786">Graduate</td> <td data-bbox="1377 708 1686 786">9*</td> <td data-bbox="1686 708 1992 786">5*</td> </tr> </tbody> </table> <p data-bbox="1066 805 1755 837">*See full-time graduate student status for exceptions</p> <p data-bbox="1066 878 1974 1000">International students should check with the University's <b>International Student Services Office</b> to ensure that their registration is in compliance with their visa status.</p> <p data-bbox="1066 1040 1974 1162">A student whose financial aid agreement requires enrollment during the summer should contact the <b>Office of Student Financial Aid</b> to verify specific requirements.</p> <p data-bbox="1066 1203 1633 1235"><b>Full-Time Undergraduate Student Status</b></p> <p data-bbox="1066 1247 1990 1385">To be considered a full-time student for any term, an undergraduate student must be enrolled in 12 units during that term. Students in doubt about their standing should check with their academic advisor.</p>	CAREER	FULL-TIME STATUS	HALF-TIME STATUS	Undergraduate	12	6	Graduate	9*	5*
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Existing Policy	Proposed Edit
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the [Affordable Care Act](#) and/or [Arizona State Retirement System](#) requirements. It is recommended that hiring units and graduate students refer to these policies to ensure compliance.

More information on graduate minimum enrollment policies is available from the [Graduate College](#). Please note that some academic colleges may require more units to maintain full-time status when students are receiving financial assistance from the college. Also note that full time and minimum enrollment policies are different to maintain [continuous enrollment](#).

**Summer and Winter Sessions**  
 During winter or pre-session, first and second summer sessions, full-time status consists of enrollment for 6 graduate units or more in any combination of pre-session, first and second summer sessions. A student whose financial aid agreement requires enrollment during the summer sessions should contact the [Office of Student Financial Aid](#) to verify specific requirements. International students should check with the University's [International Student Services Office](#) to ensure that their registration is in compliance with their visa status.

**Maximum Number of Units Allowed Per Term and/or Semester**  
 Each college determines the maximum number of units that an undergraduate student may enroll in for each term and session. This maximum includes all coursework carried in residence, as well as concurrent registration in approved courses at other institutions. Approval of the college dean is required to exceed the maximum term or session units.

**Term Limitations:**

TERM	MAXIMUM # OF UNITS

First-time students in the summer term can be considered full time at 6 units with approval of the Office of the Registrar.

**Full-Time Graduate Student Status**

Full-time graduate student status is defined as:

STUDENT	UNITS OF GRADUATE CREDIT NEEDED FOR FULL-TIME STATUS
Graduate student	9
Graduate student with Assistantship/Associate appointment	6
Graduate student enrolled in only Thesis/Dissertation (900-level courses)*	3
Graduate student approved for <a href="#">Advanced Status</a>	1-2; a minimum of 1 unit of enrollment in 900-level course or other approved graduate capstone requirement, and a maximum of 2 units for a student whose program requires an additional unit for <a href="#">continuous enrollment</a> .

\*Does not apply to students with a graduate assistantship/associate appointment.

During summer terms, full-time graduate status consists of 6 units of enrollment in graduate credit in any combination of sessions.

More information on graduate minimum enrollment policies can be found on [Continuous Enrollment for Graduate Students](#). Please note that some academic colleges may require more units to

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## Enrollment (Full-time Status) Policy Benchmarking

### Summary

A review of 17 ABOR peer and similar institutions reveals that full-time status for undergraduate students is consistently a minimum of 12 credits. Seven institutions, like the University of Arizona, do not specify in policy the undergraduate full-time status for summer session. Of the 10 institutions that do include full-time status for summer session, 5 have the same requirements as for Fall/Spring, and 5 reduce the credit requirement by varying amounts equivalent to ~25-75%\*.

Concerning graduate full-time status, institutions require between 8 and 12 units. Eight institutions, like the University of Arizona, require 9 units. Only one institution did not provide graduate full-time status in its policy.

Of the 10 institutions that listed graduate full-time status for summer, 9 institutions reduced the full-time credit requirement by between ~33-66%\*. Only 1 institution had the same graduate requirements for summer as for Fall/Spring.

\*These percentages are meant to help interpret the data; they are not included in-policy as the formula for determining full-time status in summer.

#### A. Full-Time Status Overview

Credits Required for Full-Time Status; hyphens indicate that information was not provided in-policy.

INSTITUTION	UGRD FALL/SPRING	UGRD SUMMER	GRAD FALL/SPRING	GRAD SUMMER
<b>University of Arizona</b>	12	-	9	6
Arizona State University	12	4	9	3
Northern Arizona University	12	12	9	5
UC Davis	12	-	12	-
UCLA	12	-	8	-
University of Florida	12	12	9	-
University of Illinois	12	6	12	6
University of Iowa	12	12	9	5
University of Maryland	12	-	12	9
Michigan State University	12	9	12	7
University of Minnesota	12	-	-	-
University of North Carolina	12	6	9	-
Ohio State University	12	-	8	-
Pennsylvania State University	12	12	9	9
Texas A&M University	12	8	9	6

University of Texas – Austin	12	12	9	3
University of Washington	12	-	10	-
University of Wisconsin	12	-	8	4

**B. Minimum Undergraduate Credits for Full-Time Status – Fall & Spring**

All institutions require a minimum of 12 credits for Undergraduate full-time status during Fall and Spring semesters.

**C. Minimum Undergraduate Credits for Full-Time Status – Summer**

CREDIT MINIMUM	INSTITUTION
4	<ul style="list-style-type: none"> <li>Arizona State University</li> </ul>
6	<ul style="list-style-type: none"> <li>University of North Carolina</li> <li>University of Illinois</li> </ul>
8	<ul style="list-style-type: none"> <li>Texas A&amp;M University</li> </ul>
9	<ul style="list-style-type: none"> <li>Michigan State University</li> </ul>
12 (Same as Fall/Spring)	<ul style="list-style-type: none"> <li>Northern Arizona University</li> <li>University of Florida</li> <li>University of Iowa</li> <li>University of Texas – Austin</li> <li>Pennsylvania State University</li> </ul>
Unspecified	<ul style="list-style-type: none"> <li><b>University of Arizona</b></li> <li>UCLA</li> <li>UC Davis</li> <li>University of Maryland</li> <li>University of Minnesota</li> <li>Ohio State University</li> <li>University of Washington</li> <li>University of Wisconsin</li> </ul>

**D. Minimum Graduate Credits for Full-Time Status – Fall & Spring**

CREDIT MINIMUM	INSTITUTION
8	<ul style="list-style-type: none"> <li>UCLA</li> <li>Ohio State University</li> <li>University of Wisconsin</li> </ul>
9	<ul style="list-style-type: none"> <li><b>University of Arizona</b></li> <li>Arizona State University</li> <li>Northern Arizona University</li> <li>University of Florida</li> <li>University of Iowa</li> <li>University of North Carolina</li> <li>Pennsylvania State University</li> </ul>

	<ul style="list-style-type: none"> <li>• Texas A&amp;M University</li> <li>• University of Texas – Austin</li> </ul>
10	<ul style="list-style-type: none"> <li>• University of Washington</li> </ul>
12	<ul style="list-style-type: none"> <li>• UC Davis</li> <li>• University of Illinois</li> <li>• University of Maryland</li> <li>• Michigan State University</li> </ul>
No policy located	<ul style="list-style-type: none"> <li>• University of Minnesota</li> </ul>

**E. Minimum Graduate Credits for Full-Time Status – Summer**

CREDIT MINIMUM	INSTITUTION
3	<ul style="list-style-type: none"> <li>• Arizona State University</li> <li>• University of Texas – Austin</li> </ul>
4	<ul style="list-style-type: none"> <li>• University of Wisconsin</li> <li>• Michigan State University (Ph D students)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Northern Arizona University</li> <li>• University of Iowa</li> </ul>
6	<ul style="list-style-type: none"> <li>• <b>University of Arizona</b></li> <li>• University of Illinois</li> <li>• Texas A&amp;M University</li> </ul>
7	<ul style="list-style-type: none"> <li>• Michigan State University (MA students)</li> </ul>
9	<ul style="list-style-type: none"> <li>• University of Maryland</li> <li>• Michigan State University (Professional students)</li> <li>• Pennsylvania State University</li> </ul>
Not listed	<ul style="list-style-type: none"> <li>• UC Davis</li> <li>• UCLA</li> <li>• University of Florida</li> <li>• University of Minnesota</li> <li>• University of North Carolina</li> <li>• Ohio State University</li> <li>• University of Washington</li> </ul>

**F. Exceptions to Graduate Full-Time Status Credit Requirements – Fall & Spring**

CREDIT MINIMUM	EXCEPTION TYPE	INSTITUTION
6	Grad Assistant/Associates, Research Teaching Assistants	<ul style="list-style-type: none"> <li>• <b>University of Arizona</b></li> <li>• Arizona State University</li> <li>• Pennsylvania State University</li> </ul>
3	Working on thesis/dissertation	<ul style="list-style-type: none"> <li>• <b>University of Arizona</b></li> <li>• University of North Carolina</li> <li>• University of Wisconsin</li> </ul>
1	Has completed all coursework, thesis/dissertation	<ul style="list-style-type: none"> <li>• <b>University of Arizona</b></li> </ul>

	requirements, advanced to candidacy	
Associate Dean of Grad College can approve (unspecified amount)	Grad students in final semester writing thesis/dissertation, PhD admitted to candidacy	<ul style="list-style-type: none"> <li>Northern Arizona University</li> </ul>
Less than 9 (with approval from dean/designee of college)	Has completed requirements and applied for graduation, or is a student teacher, intern, or in cooperative education program	<ul style="list-style-type: none"> <li>Texas A&amp;M University</li> </ul>

**Full Policy Texts:**

University of Arizona

<https://catalog.arizona.edu/policy/enrollment-policies>

Enrollment Policies

**Full-Time Undergraduate Student Status**

Full-time status for an undergraduate student varies with the college and study program, but ordinarily requires a course load of at least 12 units per semester. Students in doubt about their standing should check with the their college dean's office.

**Full-Time Graduate Student Status**

**Fall and Spring Semesters**

During the fall and spring semesters, for students with Graduate Assistant/ Associate appointments, full-time status consists of a minimum enrollment in 6 units of graduate credit. A graduate student working on a thesis or dissertation who is only enrolled in 900-level units and not employed as a Graduate Assistant/ Associate must be enrolled in 3 units. A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate may apply for advanced status(link is external), which allows 1 unit of 900-level credit for full-time status. In all other cases, full-time status consists of a minimum enrollment in 9 units of graduate credit.

The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, to international students with F or J visa status, and/or to students receiving University funding other than wages. Full-time enrollment may or may not keep the student from falling outside the threshold of the Affordable Care Act(link is external) and/or Arizona State Retirement System(link is external) requirements. It is recommended that hiring units and graduate students refer to these policies to ensure compliance.

More information on graduate minimum enrollment policies is available from the Graduate College(link is external). Please note that some academic colleges may require more units to maintain full-time status when students are receiving financial assistance from the college. Also note that full time and minimum enrollment policies are different to maintain continuous enrollment.

#### Summer and Winter Sessions

During winter or pre-session, first and second summer sessions, full-time status consists of enrollment for 6 graduate units or more in any combination of pre-session, first and second summer sessions. A student whose financial aid agreement requires enrollment during the summer sessions should contact the Office of Student Financial Aid(link is external) to verify specific requirements. International students should check with the University's International Student Services Office(link is external) to ensure that their registration is in compliance with their visa status.

#### Maximum Number of Units Allowed Per Term and/or Semester

Each college determines the maximum number of units that an undergraduate student may enroll in for each term and session. This maximum includes all coursework carried in residence, as well as concurrent registration in approved courses at other institutions. Approval of the college dean is required to exceed the maximum term or session units.

#### Term Limitations:

TERM	MAXIMUM # OF UNITS
Fall Term	19*
Winter Term	4
Spring Term	19*
Summer Term	18

#### NOTE:

\* All Colleges currently allow up to 19 units per term, with the following exceptions:

- The College of Law term maximum is 18 units
- Medical students please consult the College of Medicine(link is external).

#### Session Limitations:

The following session limits apply when the student is registered for an accelerated session within a term.

TERM	MAXIMUM # OF UNITS
3 Week (Pre-session)	4
5 Week	7
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Arizona State University

[https://catalog.asu.edu/course\\_load](https://catalog.asu.edu/course_load)

## Course Load and Concurrent Enrollment (Undergraduate only)

### Course load

A minimum full-time course load for an undergraduate student is 12 credit hours.

The maximum course load for which a student may register is 18 credit hours (it is 19 credit hours for students enrolled in the Ira A. Fulton Schools of Engineering), with a maximum of nine credit hours in each A or B session. A student wishing to register for more than the maximum must petition the standards committee of the college in which the student is enrolled and must obtain an approved overload before registration.

### Summer session credit hour load

The summer session credit hour load limit is seven credit hours for each six-week session and nine credit hours for the eight-week session, and the load limit may not exceed 14 credit hours for any combination of sessions.

### Graduate credits earned by undergraduate students

ASU undergraduate students who have achieved senior status (they cannot be postbaccalaureate) with a cumulative GPA of 3.00 or higher may count up to 12 credit hours of graduate-level coursework toward their graduate degree at ASU (preadmission credit hours). Only graduate courses with a grade of "B" (3.00) or higher may be included on a graduate plan of study. Preadmission graduate courses cannot be used to meet any baccalaureate graduation requirements. Before registering for these courses, students are advised to check with their academic advisor to ensure the correct internal academic unit or college process is followed. Permission to take a preadmission graduate course does not guarantee admission to a graduate degree program or that the course may be used toward graduate degree requirements.

### Use of graduate course credit by undergraduates

Graduate course credit earned by an undergraduate student that is used to fulfill requirements for an undergraduate degree program cannot also be used in a graduate degree program unless the student is enrolled in an approved accelerated program. Students must contact their advisor before enrolling in a graduate course they wish to use toward a future graduate program at ASU.

### Concurrent enrollment

Provided that the other institution's regulations concerning enrollment, graduation requirements and transfer of credits are not violated, a student may enroll in classes at other institutions or in independent learning courses while enrolled at ASU. However, the student is urged to seek advising before concurrent enrollment to assure orderly progress toward a degree. If the total credit hours exceed the maximum course load, prior permission must be granted by the college standards committee.

## Enrollment verification guidelines

The registrar is responsible for verifying enrollment, according to general guidelines; students should review the enrollment verification page.

Arizona State University

<https://students.asu.edu/enrollment-verification>

### Enrollment and Degree Verification

Arizona State University is frequently asked to certify a student's earned degrees and/or enrollment status (full-time, part-time, etc.). Enrollment status is determined by the number of credits for which a student is enrolled during the term in which certification is requested. Courses a student has withdrawn from are not included. Note that classes taken for audit are included in total enrolled hours.

#### How to Obtain an Enrollment or Degree Verification

1. Log in to My ASU and navigate to the My Classes box
2. Select Grades & Transcripts
3. Select Transcripts & Test Scores
4. Select Enrollment Verification

You will be able to select from several options including your major, earned degrees, and semester and cumulative GPA, and print out the Enrollment Verification as a PDF.

If you need special information on your Enrollment Verification, or if you need a specialty verification form completed such as the Canadian or Alaskan form, submit an Enrollment Verification Request form at any University Registrar Services location (photo ID required for in-person visits). Requests by email, mail or fax must include the student's verifiable signature. Please allow up to two business days for processing.

For students that attended the Thunderbird School of Global Management prior to December 31, 2014, information on how to obtain verification of your Thunderbird coursework or degree can be found [here](#).

If you have questions or need additional information, please contact University Registrar Services, Records & Enrollment Services at [registrar@asu.edu](mailto:registrar@asu.edu).

#### Enrollment & Degree Verification for Outside Agencies and Third Parties

ASU has contracted with the National Student Clearinghouse to process all enrollment and degree verification requests for employers, employment agencies, background search firms, and various other businesses that offer products or services based on the individual's status as an enrolled student.

- If you need assistance, contact National Student Clearinghouse directly at 703-742-4200.

- If the National Student Clearinghouse can confirm the degree or enrollment, the response is immediate and requestors will be able to print or obtain a PDF version of the verification.
- Enrollment verifications for each term will be available starting the first week of classes for that term.
- A fee will be charged for this service.

#### Full-Time and Half-Time Credit Requirements for Enrollment Verification Purposes

##### Fall & Spring Semesters

STATUS	UNDERGRADUATE	GRADUATE
Full time	12+ credit hours	9+ credit hours
$\frac{3}{4}$ time	9-11 credit hours	7-8 credit hours
Half time	6-8 credit hours	5-6 credit hours
Less than half time	1-5 credit hours	1-4 credit hours

##### Summer Sessions

STATUS	UNDERGRADUATE	GRADUATE
Full time	4+ credit hours	3+ credit hours
Half time	2-3 credit hours	2 credit hours
Less than half time	1 credit hour	1 credit hour

Research and Teaching Assistants: For fall and spring semesters research and teaching assistants must be enrolled in at least six credit hours to be considered full time. For summer sessions they must be enrolled in at least two credit hours to be considered full time and one credit hour to be considered half time.

Financial Aid Recipients: Full-time and half-time credit requirements may be different for financial aid disbursement purposes. Please review the Award Disbursement Rules to determine the required enrolled hours needed for financial aid disbursement.

##### Co-Operative Education

Students are required to be enrolled in a designated co-op course within their college for a minimum of one credit hour during the co-op semester. Co-op students will be identified for enrollment verification purposes as being in full-time status. This will include verification to the National Student Clearinghouse for loan deferment purposes. The co-op experience must meet the clock time in hours of work to meet the full-time enrollment requirement, as monitored by the student's college. A credit hour is defined as a minimum of 45 clock hours. Please review the Award Disbursement Rules to determine the required enrolled hours needed for financial aid disbursement.

## Course Loads and Overloads, Undergraduate

### POLICY STATEMENT

This policy is to identify and classify enrollment status for a given term.

### REASON FOR THIS POLICY

The minimum credit hours/units required for “full-time” designation for undergraduate students varies, depending on the term and the context.

### ENTITIES AFFECTED BY THIS POLICY

- Enrollment Management
- Financial Aid
- Institutional Research and Analysis
- Office of the Registrar
- Student and Departmental Account Services
- Undergraduate students

### WHO SHOULD KNOW THIS POLICY

- Enrollment Management
- Financial Aid
- Institutional Research and Analysis
- Office of the Registrar
- Student and Departmental Account Services
- Undergraduate students
- University Advising

### DEFINITIONS

**Full time status:** Designation by the Northern Arizona University in which a student is classified as having minimum enrollment to be a full-time student.

**Enrollment limit:** A term/semester and/or session has a maximum enrollment limit in which the student information system will permit self-enrollment.

**Term Overload:** Under certain circumstances a student may receive special approval to enroll in more than the maximum enrollment limit for a term.

### POLICY

Full-time status, as stated in this policy, is generally limited to an academic designation and is typically applicable only to academic requirements for the University. Requirements established by lending agencies, government regulations (including those that rule federal financial aid), employing entities, agencies sponsoring educational benefits, and certain insurance policies may utilize criteria that differ from this policy on what constitutes “full-time” enrollment. Students are responsible for knowing these criteria and should contact the proper agency or department (such as the NAU Office of Scholarships and Financial Aid) for questions and clarification on those criteria.

### Full-Time Status

Undergraduate students are considered “full-time” during Fall, Spring, and Summer terms/semesters if they are enrolled in 12 credit hours/units during that term. Withdrawing from a course may reduce enrollment status to less than “full-time.”

In some situations, enrollment in fewer than 12 credits during the Fall, Spring, and Summer, can be considered “full-time” by NAU. These situations include, but are not limited to, undergraduate students participating in an approved or required cooperative educational program as part of their degree remaining. The NAU Registrar’s Office has the authority to approve a “full-time” status designation in these situations, as long as the student’s work satisfies ABOR’s policy criteria for full-time academic credit

### Term/Semester Enrollment Limits and Overloads

The maximum number of credit hours/units allowed for self-enrollment by undergraduate students in a standard term-based program is 19 credit hours/units for Fall and Spring terms/semesters, 16 credit hours/units for Summer term, and 4 credit hours/units for Summer pre-session or Winter term.

The maximum number of credit hours/units for mini-courses, sessions within a term and/ or dynamically dated courses varies depending on the length of the course. Contact the Registrar’s Office to seek the criteria governing overload approvals on these types of courses.

### Approval for a Term Overload

Students may carry a term/semester overload (exceed maximum credit hours/units in a term), if they meet the GPA minimum requirements below.

- 2.95 cumulative GPA prior to carrying an overload for 20 units
- 3.20 cumulative GPA prior to carrying an overload for 21-23 units.

If a student does not meet the listed GPA requirements, then they must receive approval from their academic advisor and/or other appropriate unit administrator. Overloads above 24 credit hours/units for fall and spring terms/semesters, 17 hours for any summer term, or 5 hours for winter term will not be approved for undergraduate students.

### RESPONSIBILITIES

- Academic Advisor: Verifies and approves certain term overloads.
- Office of the Registrar: May approve exceptions to the full-time enrollment policy.
- Students: will be responsible for any increase in tuition or fees related to the override; Student and Departmental Account Services.

### Personalized Learning

Full-time status, as stated in this policy, is generally limited to an academic designation and is typically applicable only to academic requirements for the University. Requirements established by lending agencies, government regulations (including those that rule federal financial aid), employing entities, agencies sponsoring educational benefits, and certain insurance policies may utilize criteria that differ from this policy on what constitutes “full-time” enrollment. Students are responsible for knowing these criteria and should contact the proper agency or department

(such as the NAU Office of Scholarships and Financial Aid) for questions and clarification on those criteria.

#### Full-Time Status

Undergraduate students are considered “full-time” during Fall, Spring, and Summer terms/semesters if they are enrolled in 12 credit hours/units during that term. Withdrawing from a course may reduce enrollment status to less than “full-time.”

In some situations, enrollment in fewer than 12 credits during the Fall, Spring, and Summer, can be considered “full-time” by NAU. These situations include, but are not limited to, undergraduate students participating in an approved or required cooperative educational program as part of their degree remaining. The NAU Registrar’s Office has the authority to approve a “full-time” status designation in these situations, as long as the student’s work satisfies ABOR’s policy criteria for full-time academic credit

Students are not limited in the number of units that may be completed during a subscription and/or term/semester.

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/735?wholsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=2>

Course Loads and Overloads, Graduate

The minimum credit hours/units required for “full-time” designation for graduate students varies, depending on the term and the context. “Full-time” status, as stated in this policy, is generally limited to an academic designation and is typically applicable only to academic requirements for the University. Requirements established by lending agencies, government regulations (including those that rule federal financial aid), employing entities, and certain insurance policies may utilize criteria that differ from this policy on what constitutes “full-time” enrollment. Students are responsible for knowing these criteria, and should contact the proper agency or department (such as the NAU Office of Scholarships and Financial Aid) for questions and clarification on those criteria.

#### Full-Time Status

Graduate students are considered “full-time” during Fall or Spring terms if they are enrolled in 9 credit hours/units during that term. Graduate students are considered “full-time” during Summer term if they carry 5 credit hours/units accumulated over any combination of summer sessions. Withdrawing from a course may reduce enrollment status to less than “full-time.”

In some situations, enrollment in fewer than 9 credits during the Fall or Spring terms (or 5 credits for Summer), can be considered “full-time” by NAU and the Graduate College. These situations include, but are not limited to: graduate students in the final semester of their degree who are writing or defending a thesis or dissertation; graduate students who have completed all coursework and have only a thesis, capstone project, or internship to finish; and doctoral students who have been admitted to candidacy. In these instances, the Associate Dean of the

Graduate College has the authority to approve a “full-time” status designation for semester loads below the units otherwise established in this policy.

Full-time status for graduate students does not necessarily satisfy the Graduate College’s requirements for continuous enrollment. For details on continuous enrollment, please see the Continuous Enrollment, Graduate policy.

#### Enrollment Requirements for Graduate Assistants

Graduate Assistants are generally employed only during Fall and Spring terms. For either of these terms during such employment, Graduate Assistants must take a minimum course load of 9 units, all of which must count toward their degree requirements. The maximum full-time course load for graduate assistants during Fall or Spring terms is 12 units, of which a minimum of 9 units must count toward their degree requirements. If a graduate assistant wishes to be enrolled in fewer than the required minimum units, the student must submit a Request for Exception to the Nine-Unit Registration Requirement, available on the Graduate College website.

#### Term Overloads

The maximum number of credit hours/units allowed for enrollment by graduate students without an overload approval is 16 credit hours/units for Fall and Spring terms, 6 credit hours/units for five-week Summer sessions, and 4 credit hours/units for Summer pre-session or Winter session.

The maximum number of credit hours/units for mini-courses or dynamically dated courses varies depending on the length of the course. Contact the Associate Dean of the Graduate College to seek overload approvals on these types of courses.

#### Approval for a Term Overload

Students may carry a term overload (exceed maximum credit hours/units in a term), only with the approval of their advisor, their department chair, and the Associate Dean of the Graduate College.

Overloads above 21 credit hours/units for fall and spring terms, 16 hours for any summer term, or 4 hours for winter term will not be approved for graduate students.

Some graduate programs require a student to hold a minimum grade point average before an overload is approved. The Graduate College recommends a minimum 3.0 cumulative GPA be achieved prior to carrying an overload.

UC Davis

<https://registrar.ucdavis.edu/registration>

#### Student Enrollment Status

The ability to enroll in classes is just one characteristic that defines "a student" at UC Davis. At the time of registration, a student becomes financially liable and responsible for all tuition & fees for the term.

To carry full-time status, an undergraduate student needs to be enrolled in at least 12 units (including workload units) each quarter in order to be certified as a full-time student for insurance and financial aid purposes or to compete in intercollegiate athletics. A graduate student needs to be enrolled in at least 12 units each quarter in order to be certified as a full-time student.

It is important for all students to be knowledgeable and understand all of the University's published dates and deadlines. The Office of the University Registrar publishes calendars for registration & pass appointments, fees & billing, quarter dates & deadlines, and academic & administrative holidays, and other calendars for students reference.

If a student no longer wishes to attend, or can no longer attend classes at UC Davis, the student must complete a Cancellation/Withdrawal form. The student remains financially responsible for tuition and fees through the calendar day that the Cancellation/Withdrawal form is received by the Office of the University Registrar, as described by the system-wide Schedule of Refunds. The Schedule of Refunds also applies to those students who participate in the Planned Educational Leave Program (PELP).

UC Davis

<https://grad.ucdavis.edu/registration#howmanyunits>

How Many Units Should I Take? (Graduate only)

To be considered a full-time graduate student, students must enroll in at least 12 units each quarter, but not more than 16 without approval of your graduate program. These units can be a combination of upper division units (100 level), graduate course units (200 level), or professional development units (390, 396, 397). If a student petitions to drop a course, the student must add units to maintain a total of 12 units for the quarter. Exceptions to the 12-unit minimum include approved part-time status and students with special circumstances who have a Petition for Exception to Policy approved by an Associate Dean of Graduate Studies.

Your Graduate Program Coordinator is available to discuss course planning, and the expectations of your graduate program and degree objective.

UCLA

<https://registrar.ucla.edu/student-records/proof-of-enrollment>

Enrollment Status

A study list of 12 or more units for registered undergraduate students, or 8 or more units for registered graduate students, is considered full-time status for enrollment reporting, insurance, intercollegiate athletics, and financial aid purposes.

Proof of enrollment confirms student enrollment status only after registration fees have been paid for the term. Verification of student workload is based on actual enrolled units. It does not consider wait-listed units.

Most students can use the proof of enrollment request (sign-in required).

University of Florida

<https://catalog.ufl.edu/UGRD/academic-regulations/registration-policies/#courseloadrequirements>

Course Load Requirements

The minimum full-time load for undergraduate students is 12 credits, including summer term. Postbaccalaureate students are considered undergraduates.

Students with disabilities may be eligible for a reduced course load accommodation. This accommodation allows students full-time status at 11 credits or below.

More Info

The minimum load for full-time undergraduate student benefits from the Veterans Administration is 12 credits for fall, spring, and summer terms. The minimum load for full-time undergraduate student benefits from the Social Security Administration is 12 credits per semester; a full-time load for graduate students is 9 credits. Inquiries related to Social Security benefits should be directed to the student's local Social Security Office.

The Office of the University Registrar will complete enrollment certificates issued by the Social Security Administration for students eligible to receive educational benefits, as long as the student is a full-time undergraduate. Students receiving financial aid and students with disabilities should refer to Financial Aid's enrollment requirements for complete information.

More Info

University regulations allow a maximum load of 18 credits. Some colleges have differing maximum loads; refer to the college sections for specific information.

With college approval you may register for less than the minimum or more than the maximum load. After drop/add, you cannot drop below the minimum load without successfully petitioning your college dean.

Simultaneous enrollment in flexible learning courses or extension work at another college or university is counted when computing the maximum course load but not the minimum course load.

University of Illinois

<https://studentcode.illinois.edu/article3/part3/3-301>

Number of Hours Required

All Students

For undergraduate, graduate, and professional students, the minimum program required for receipt of maximum educational benefit payments under the Veteran's Readjustment Benefits Act of 1966 and receipt of Social Security benefits as a dependent is 12 hours in a semester (six hours in the summer term).

Twelve credit hours and above in a semester constitute a full program of study for tuition and fee assessment; in the summer term, the number of hours is six and above. (See § 3-501(b) on credit ranges.)

Registration in at least 12 credit hours in a semester is required for certification as a full-time student with one exception. Graduate students with assistantship appointments of 25–67%, inclusive, for a semester will be considered full-time for certification purposes when they are registered for at least eight credit hours. For purposes of load calculation, English as a Second Language courses required or recommended by the English as a Second Language Placement Test will count as four hours even if the registration is listed in the student registration systems as zero hours. Registration in at least six credit hours is required for certification as a half-time student in a semester. In the summer term, registration in at least six credit hours is required for full-time certification.

For university academic terms of other lengths, the number of hours are determined proportionately in accordance with the above principles.

Study Abroad students shall be considered full-time for academic purposes at the university when they are enrolled for at least the minimum full-time academic load as defined by the international institution. However, federal regulations require that students must take and transfer back 12 or more University of Illinois Urbana-Champaign hours to be considered full-time for financial aid purposes.

#### Undergraduate Students

Each student is required to pursue a normal program of studies. The number of hours varies with the college and curriculum. More or less than a normal program may be permitted only by authority of the dean of the college or designated representative.

In most colleges, 12 semester hours are required for Dean's List recognition. (See § 3-401.)

University of Iowa

<https://registrar.uiowa.edu/full-time-half-time-enrollment-status>

Full-Time / Half-Time Enrollment Status

Full-time student status is defined as follows:

- Graduate and professional students enrolled 9 or more s.h. per semester during fall and spring semesters, 5 or more s.h. during summer session.
- College of Pharmacy professional students enrolled in 12 or more s.h. per semester during the academic year.
- Undergraduate students enrolled for 12 or more s.h. per semester during the academic year (spring, summer, and fall).
- Any student enrolled 2 or more hours in winter session.

Three-quarter time student status is defined as follows:

- Graduate and professional students enrolled for 7-8 s.h. per semester during fall and spring semesters, 4 s.h. during summer session.
- Undergraduate students enrolled 9-11 s.h. per semester during the academic year (spring, summer, and fall).
- Any student enrolled 0 or 1 hour in winter session.

Half-time student status is defined as follows:

- Graduate and professional students enrolled for 5-6 s.h. per semester during fall and spring semesters, 3 s.h. during summer session.
- College of Pharmacy professional students enrolled in 6 s.h. per semester during the academic year.
- Undergraduate students enrolled for 6-8 s.h. per semester during the academic year (spring, summer, and fall).

Less than half-time student status is defined as follows:

- Graduate and professional students enrolled for 4 or less s.h. per semester during fall and spring semesters, 2 or less s.h. during summer session.
- Undergraduate students enrolled for 5 or less s.h. per semester during the academic year (spring, summer, and fall).

University of Maryland

<https://www.registrar.umd.edu/current/registration/registration.html#ftstat>

Full-Time Status

Undergraduate Full-Time Status

Any undergraduate student registered for 12 or more semester hours at the end of the Schedule Adjustment Period (first 10 days of classes) is considered a full time student. Audited courses are not included in the calculation of credits for full-time status.

- UMEI Program: Students enrolled in UMEI 001-004 are considered full-time students. Students enrolled in UMEI 005 (semi-intensive) must register for an additional 6-8 credits, appropriate to their program, to meet the full-time requirement.
- ENCO/COOP: Students enrolled in Engineering Coop and Cooperative Education programs are considered full-time students.

If a student with a scholarship or grant falls below the required 12 credit hours, the scholarship or grant may be cancelled. Students receiving financial aid are strongly encouraged to contact a financial aid counselor prior to dropping below full time status. Additional information may be obtained from the Office of Student Financial Aid, Room 0102 Lee Bldg., 301-314-9000.

Graduate Student Full-Time Status

The Graduate School uses a unit system in making calculations to determine full-time or part-time student status. Please note that graduate units are different from credit hours. The number of graduate units per credit hour is calculated in the following manner:

COURSES	UNITS PER CREDIT HOUR
000-399	2
400-499	4
500-599	5
600-897	6
Masters Research: 799	12
HESP 829	18
Pre-candidacy Doctoral Research: 898	18
Doctoral Dissertation Research: 899*	18

\*All doctoral candidates must pay candidacy tuition for which they will be registered for six (6) credit hours of 899; this defines all currently registered doctoral candidates as full-time.

For programs on the semester term to be certified as full time, a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments have full-time status if they are registered for at least 24 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 36 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

For programs on the 12-week term, to be certified as full time, a graduate student must be officially registered for a combination of courses equivalent to 36 units per 12-week term. Graduate assistants holding regular appointments have full-time status if they are registered for at least 18 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 27 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

#### International Student Full-Time Status

International students on F-1 and J-1 student visas must maintain full-time status throughout each semester according to Federal regulations governing F-1 and J-1 students. Please contact an advisor in International Student and Scholar Services at 301-314-7740 if you have any questions concerning full-time status.

- Undergraduate students must be enrolled in at least 12 credit hours each Fall and Spring semester to be considered a full-time student.
- Graduate students must be enrolled in at least 48 units each Fall and Spring semester to be considered a full-time student (Note: 20-hour assistantships are equivalent to 24 units; 10-hour assistantships are equivalent to 12 units)
- Courses taken for "audit" or "incomplete" do not generate credits/units and cannot be used in calculating full-time status.
- Only one online course/distance education can count towards full-time enrollment.
- If you will be part-time in a semester due to illness, academic difficulties, or because you are in your final semester, you MUST receive permission for part-time enrollment from ISSS BEFORE the end of the drop/add period for that semester. You can do so by logging into iTerp(link is external), going to F-1 Student Services, and Part-Time Authorization. Your academic advisor will need to confirm the Part-Time information as well.

Michigan State University

<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=508>

U.S. Department of Veterans Affairs Certification

Michigan State University provides information about students receiving educational assistance benefits to the Department of Veterans Affairs, in accordance with federal regulations and university policy. Only credits in courses that are in accordance with Department of Veterans Affairs regulations will be certified. Students receiving Department of Veterans Affairs educational assistance benefits are held to the same standards of academic progress and social conduct as all other students.

Veterans' education benefits are based upon the actual start and end date for each course and may vary throughout the semester. In order to receive benefits as a full-time student under programs administered by the Department of Veterans Affairs, students must carry the following minimum credits in standard (15 to 19 credits) full semester fall or spring courses: undergraduate and graduate-professional students, 12 credits; master's level students, 9 credits; and doctoral level students, 6 credits. Students must carry the following minimum credits in the summer session (14 weeks): undergraduate and graduate-professional students, 9 credits; master's level students, 7 credits; and doctoral level students, 4 credits.

University of Minnesota

<https://onestop.umn.edu/academics/full-time-credits>

Full-time credits

The University determines your enrollment status based on how many credits you take each semester. This information applies whether you are degree-seeking or taking classes as non-degree. Your enrollment can have impacts to your student status, your financial aid, veteran benefits, and other aspects of your academic career.

Credit enrollment definitions by student type:

Undergraduate

Student type	12+
Full-time credits	9 to 11
Part-time credits	6 to 8
Half-time credits	1 to 5

Graduate\*

Student type	6+
Full-time credits	4 to 5
Part-time credits	3
Half-time credits	1 to 2

Professional\*\*

Student type	12+
Full-time credits	9 to 11
Part-time credits	6 to 8
Half-time credits	1 to 5

#### Veterinary Medicine

Student type	9+
Full-time credits	7 to 8
Part-time credits	4 to 6
Half-time credits	1 to 3

\*Includes students enrolled in the Graduate School, Medical Doctor, Dental Fellow Specialist, Master of Business Administration, Master of Education, Master of Healthcare Administration, Master of Public Health, Occupational Therapy, and Physical Therapy.

\*\*Includes students enrolled in the Law School, School of Dentistry, and School of Pharmacy programs.

#### University of North Carolina

<https://catalog.unc.edu/policies-procedures/registration-enrollment-withdrawal/#text>

#### Academic Course Load (Undergraduate only)

##### Fall and Spring Semesters

To meet the minimum graduation requirement of 120 academic hours within the eight-semester limit, students should average 15 hours each semester. However, four-hour foreign language courses and four-hour laboratory science courses often account for course loads of 16 to 18 hours. Students may not enroll in more than 18 academic hours unless they have earned a 3.000 grade point average in the preceding regular semester and have a cumulative 2.500 grade point average. Exceptions require the approval of the student's dean. With approval of their dean, seniors meeting graduation requirements during their final semester in residence may enroll in up to 21 academic hours if they have a cumulative and preceding semester grade point average of 2.000.

The minimum course load for a single semester is 12 academic hours. Students may not go below the 12-academic-hour minimum without permission of their dean. All students should discuss semester enrollment of fewer than 15 academic hours with their advisor because such enrollments may affect academic eligibility and the ability to complete all degree requirements in the required eight semesters.

The approved maximum course load for students in a part-time program is eight credit hours in a fall, spring, or summer term.

University of North Carolina

<https://handbook.unc.edu/pdf/handbook.pdf>

Full-Time Registration (Graduate only)

A full-time student is one who is matriculated and meets the conditions for each term noted below:

- Registers for nine or more graduate credit hours in a fall or spring term; or
- Registers for a minimum of three hours of thesis substitute (992), thesis (993), or dissertation (994) in a fall, spring, or summer term. Note: A student may register for additional courses as needed, but if registering for less than nine hours, this must include a minimum of three hours of 992/993/994 to be considered full-time; or
- Registers for fewer than nine graduate credit hours in a fall, spring, or summer term, exclusive of 992/993/994, and has been granted a Waiver of Hours for that term.

A student who was registered for the immediately preceding fall and spring semesters and expects to return for the fall semester does not need to enroll during either of the summer sessions to maintain status as a full-time matriculated student. Certain campus services may have required fees for access during the summer sessions.

Individual graduate programs may set guidelines on research enrollments, including which academic milestones should be passed before enrolling in 992/993/994. Once students successfully defend their dissertation or thesis or complete their thesis substitute, no further enrollments are necessary or permissible, and graduation should not be delayed.

All 992/993/994 courses are similarly named following university guidelines and hold fixed credit hours at 3.0, thereby always conferring full-time status.

Students should contact the Office of Scholarships and Student Aid with questions about full-time status for financial aid purposes.

#### Waiver of Hours

Graduate School approval of a waiver of hours is contingent upon the student submitting a Waiver of Hours Form. This form must also include a statement from the academic program certifying that the student's overall academic involvement—teaching assignments, research projects—is consistent with the workload of a full-time student.

All waiver of hours requests must arrive at The Graduate School by the close of the normal add period (generally five days after classes begin) for final review and processing before the semester's census date ("census date" is generally two weeks after classes begin). No waiver of hours requests will be retroactively approved.

Ohio State University

<https://registrar.osu.edu/policies/index.asp>

Enrollment Status

UNDERGRADUATE		GRADUATE	
Full Time	12+ Credit Hours	Full Time	8+ Credit Hours

Three Quarters Time	9-11.99 Credit Hours	Three Quarters Time	6-7.99 Credit Hours
Half Time	6-8.99 Credit Hours	Half Time	4-5.99 Credit Hours
Less than Half Time	0-5.99 Credit Hours	Less than Half Time	0-3.99 Credit Hours

Pennsylvania State University

<https://undergrad.psu.edu/aappm/N-5-enrollment-status.html>

## Enrollment Status

The following statements define the Penn State enrollment reporting status for students. These statements are in accordance with other Penn State policies and with applicable federal requirements.

### A. Definitions

These data fields are automatically calculated during the registration processes as students register, drop, add, late drop, or withdraw.

**Enrolled credits** – The total of the number of course credits on the student’s semester enrollment. It includes all credit-bearing courses offered through all delivery methods. Courses taken as “audit” are excluded. Credits earned through credit-by-exam or credit-by-portfolio are excluded.

**Clock-Hour to Credit-Hour Conversions** – For students enrolled in clock hour courses, clock hours are converted to credit hours using Title IV federal student aid conversion formulas. The statements below are then applied to determine enrollment status.

### B. Undergraduate Students

All calculations apply to fall, spring, and summer.

- Full-time – 12 or more enrolled credits
- Three-quarter time – 9 to 11.5 enrolled credits
- Half-time – 6 to 8.5 enrolled credits
- Less-than-half-time – less than 6 enrolled credits
- Selected undergraduate courses are defined as full-time enrollment due to co-operative education or internship experiences. Students enrolled in one of these courses are reported as full-time enrollment. (see Section F below)
- Students approved for concurrent enrollment in the undergraduate/graduate integrated program are reported as undergraduate students.

### C. Graduate Students

All calculations apply to fall, spring, and summer. Summer enrollment is cumulative across all summer sessions.

Graduate students with no assistantship, half-time assistantship, and quarter-time assistantship are reported as follows:

- Full-time – 9 or more enrolled credits
- Three-quarter time – 7 to 8.5 enrolled credits

- Half-time – 5 to 6.5 enrolled credits
- Less-than-half time – less than 5 enrolled credits

Graduate students with three-quarter-time assistantship are reported as follows:

- Full-time – 6 or more enrolled credits
- Half-time – 2 to 5.5 enrolled credits
- Less-than-half time – less than 2 enrolled credits
- A graduate student enrolled in a Ph.D. dissertation 601 course is reported as full-time.
- A graduate student enrolled in a Ph.D. dissertation 611 course is reported as half-time.

For more information regarding Graduate Assistantship enrollment information please visit the policy on Graduate Assistants, GSAD-901 at <https://gradschool.psu.edu/graduate-education-policies/gsad/gsad-900/gsad-901-graduate-assistants/>

#### D. Law Students

All calculations apply to fall, spring, and summer

- Full-time – 12 or more enrolled credits
- Three-quarter time – 9 to 11.5 enrolled credits
- Half-time – 6 to 8.5 enrolled credits
- Less-than-half-time – less than 6 enrolled credits
- A student enrolled as both a law student and graduate student is reported as a law student.

#### E. Medical Students

- Always reported as full-time.
- A student enrolled as both a medical student and a graduate student is reported as a medical student.

#### F. Undergraduate Internship and Co-operative Enrollments

- Federal regulations permit the reporting of full-time status for undergraduate students providing that the work portion of a co-operative education program in which the amount of work performed is equivalent to the academic workload of a full-time student.
- The Office of the University Registrar maintains a record of approved courses that are to be reported as full-time, even though the number of credits is less than the 12-credit minimum.
- Academic units must complete the Full-time Equivalent Form for those internship and co-operative courses that will result in reporting students as enrolled full-time.

Texas A&M University

<https://student-rules.tamu.edu/rule01/>

Student Registration

1.7 A full-time undergraduate student is defined as one who is enrolled for at least 12 semester hours during a fall or spring semester or eight hours in a summer semester. A Q grade or W grade does not count toward the certification of enrollment status. Only hours greater than 0 for which a student is currently enrolled at Texas A&M University can be used toward certification of enrollment. During his or her last semester prior to graduation, if an undergraduate student is enrolled at Texas A&M in all remaining hours needed to complete his or her degree and has applied for graduation, he or she may be certified as a full-time student for that final semester even though he or she may be enrolled in less than 12 semester hours during a fall or spring semester or eight hours in a summer semester. Students participating in student teaching, internships, and cooperative education programs, and study abroad programs who are enrolled in less than 12 hours during a fall or spring semester or eight hours in a summer semester may be eligible to be certified as a full-time student with the approval of the Dean of the College or his or her designee. These certifications listed above based on exceptions cannot be met by enrollment in zero credit courses(s) and might not be used to qualify for Federal Financial Aid as federal regulations determine financial aid eligibility.

1.8 A full-time graduate student is defined as one who is registered for nine semester hours during a fall or spring semester or six hours in a summer semester. A Q grade or W grade does not count toward the certification of enrollment status. Only hours greater than 0, for which a student is currently enrolled at Texas A&M University, can be used toward certification of enrollment. During his or her last semester prior to graduation, if a graduate student is enrolled at Texas A&M in all remaining hours needed to complete his or her degree, has applied for graduation and does not hold a graduate assistantship, he or she may be certified as a full-time student for that final semester even though he or she may be enrolled in less than nine semester hours during a fall or spring semester, or six hours in a summer semester. Students participating in student teaching, internships, and cooperative education programs who are enrolled in less than nine semester hours during a fall or spring semester or six hours during a summer semester may be eligible to be certified as a full-time student with the approval of the Dean of the College or his or her designee. These certifications listed above based on exceptions cannot be met by enrollment in zero credit courses(s) might not be used to qualify for Federal Financial Aid as federal regulations determine financial aid eligibility.

1.8.1 A student participating in an advanced dental education graduate program may be classified as full time. These postdoctoral advanced dental specialty curricula require a mandatory course of study and various experiences including extensive patient treatment, internships, external rotations, research and special studies defined and accepted by Texas A&M University as adequate to constitute full time enrollment. Federal regulations determine eligibility for financial aid recipients. Policies and procedures within the Scholarships & Financial Aid Office will address enrollment definitions for financial aid purposes.

University of Texas – Austin

<https://catalog.utexas.edu/general-information/academic-policies-and-procedures/quantity-of-work-rule/>

Quantity of Work Rule

The policies described in this section apply to to undergraduate, graduate, Pharm.D., and law students.

#### Full-Time and Half-Time Enrollment

A student’s enrollment status is determined by the number of credit hours for which the student is enrolled in residence in a semester. University Extension semester-based coursework is included in the total along with in-residence coursework. Semesters include multiple subterms. Fall and Winter Terms are subterms included in Fall Semester enrollment while Spring and May Terms are subterms included in Spring Semester enrollment. First Term, Second Term, Nine-Week Term, and Summer Term are subterms included in Summer Semester enrollment. The following table shows the minimum number of hours required.\*

#### Enrollment Status

##### Fall or Spring

STATUS	UNDER-GRADUATES	GRADUATE STUDENTS	PHARM.D. STUDENTS	LAW STUDENTS
Full-time	12 hours	9 hours	9 hours	10 hours
Half-time	6 hours	5 hours	5 hours	5 hours

##### Summer

STATUS	UNDER-GRADUATES	GRADUATE STUDENTS	PHARM. D. STUDENTS	LAW STUDENTS
Full-time	12 hours	3 hours	3 hours	6 hours
Half-time	6 hours	2 hours	2 hours	3 hours

A student is also considered to be enrolled full-time if enrolled in a cooperative engineering course, taking a reduced course load because of a documented disability, or enrolled in a specific course that carries no hours of credit. An undergraduate enrolled in at least six hours of coursework in the student's semester of graduation may also be considered full-time; the student’s dean must submit a request to the registrar’s office that the student’s enrollment status be changed from half-time to full-time.

Course Load Reduction. Approval of requests for course load reductions are always the prerogative of the academic dean when medical reasons are given. Applications to request consideration of a course load reduction should be submitted to Disability and Access. Disability and Access will request a recommendation from the UHS executive director and chief medical officer. Once the executive director and chief medical officer signs the application, UHS will submit it to the appropriate dean's office for a final decision.

\*Graduate Quantity of Work rules apply to the Pharm.D. program.

University of Washington

<https://registrar.washington.edu/registration/policies-procedures/>

Full Time Requirements

- Undergraduate or professional students registered for 12 or more credits are considered full-time students.
- Graduate students registered for 10 or more credits are considered full-time students.

It is important to note that differing criteria and standards for full-time enrollment exist for eligibility in certain programs. Consult the Office of Student Financial Aid (OSFA) for its requirements on satisfactory student progress. The tuition schedule does not reflect full-time credit requirements for loan deferments, teaching assistantships or other programs.

University of Wisconsin

<https://search.data.wisc.edu/glossary/146593>

Full-Time/Part-Time Student Status

#### DEFINITION

Full-time/part-time student status is based on credit load and varies by course of study.

Undergraduate and special students are full-time if they are enrolled in 12 or more credits; part-time if they are enrolled in fewer than 12 credits. Most master's and research doctorate students are full-time if they are enrolled in 8 or more credits; part-time if they are enrolled in fewer than 8 credits.

University of Wisconsin

<https://policy.wisc.edu/library/UW-1208>

Enrollment Requirements (Graduate only)

#### Full-Time Enrollment

The Graduate School considers full-time enrollment to be 8-15 graded credits\* taken at 300 or above, excluding pass/fail and audit, during the fall and spring semesters, and 4-12 credits\* during the summer term. Dissertators are considered full-time at 3 credits. If students elect not to enroll as full-time students as defined by the Graduate School, they are responsible for knowing about possible obligations that may require full-time status. Such obligations may include visa eligibility, fellowships, assistantships, financial aid, external funding agencies, and program satisfactory progress requirements.

#### Maximum Enrollment

Non-dissertator maximum credit load is 15 graded credits\* taken at 300 or above during the fall and spring semesters and 12 credits during the summer term. Any exceptions to the maximum credit load permitted must be obtained via the Credit Overload Request form.

#### Minimum Enrollment

Non-dissertator minimum credit load is 2 credits\* during the fall and spring semesters. Graduate students must be enrolled at least at the minimum requirement in the semester in which they

receive a degree; master's degree students expecting a summer degree must enroll in a minimum of 2 graduate credits in any summer session\*. Graduate students who do not need to maintain full-time status (including TAs and PAs) have a 2 credit enrollment minimum during fall and spring semesters. Minimum requirements must be fulfilled by courses taken for a grade (not pass/fail or audit) and must be taken at 300 or above.

#### Underload

During the fall and spring semesters, non-dissertators must enroll for a minimum of 2 credits.\* Audit and pass/fail courses do not satisfy this enrollment requirement. Dissertators are required to enroll for 3 graded credits taken at 300 or above and directly related to their dissertation research.

The specific situations listed below have special enrollment requirements.

#### Dissertators

Dissertators must enroll in exactly 3 credits\* directly related to their dissertation (generally research and thesis or required seminars) during the fall and spring semesters. Dissertators are considered full-time at 3 credits\*. Dissertators who are summer RAs, trainees or fellows, or who expect to graduate in summer, must enroll in the general 8-week summer session (DHH) for 3 credits\*. Additional courses for credit, audit, or pass/fail will result in removal of dissertator status and tuition assessment at the regular graduate rate.

Once dissertator status has been achieved, courses other than 990 must be directly related to the dissertation research and approved by the advisor. Dissertators must enroll during the semester or general 8-week summer session (DHH) in which they expect to earn a degree. Students must be enrolled during the semester when they defend the dissertation and when they deposit the dissertation. If defending and depositing in two different semesters, the student is required to be enrolled in both semesters. Students do not have to be dissertators during the semester or summer in which they expect to earn a doctoral degree, but they must be eligible for dissertator status before they complete the doctoral degree, and they must enroll in the semester in which they will graduate.

If a student enrolls before the dissertator status is approved, the enrollment system may indicate they are not eligible for that course. The enrollment system does not care if students are dissertators. If students had problems getting into a course, it is probably because permission has not been entered into the enrollment system. Most individualized study courses, such as research and thesis, require the instructor's permission and online authorization before enrollment is possible.

If dissertator status is not processed by the segregated fee deadline, students should register for 3 credits and pay regular non-dissertator graduate fees. The fee difference will be adjusted for that semester when dissertator status is indicated in the system.

#### Master's with Thesis Required

A master's degree candidate required to submit a thesis to Memorial Library, as indicated on the degree warrant, must be enrolled in the semester in which they defend their thesis. If a student

defends in a window period, they need to have been enrolled in the previous term. A student does not need to be enrolled to deposit their thesis to Memorial Library.

#### Assistantship Appointees

It is against university policy to hold an assistantship without being appropriately enrolled. Assistantships include those at UW–Madison as well as any UW System institution, including UW Extension.

#### RA (Research Assistant)

RAs are required to carry a full load each semester (8 to 15 credits\* including research or thesis credits for non-dissertators, 3 credits\* for dissertators) and at least 2 credits\* during the general 8-week summer session (DHH) (3 credits\* for dissertators). Dissertators who hold assistantships are considered full-time with 3 credits\* directly related to their dissertation.

#### TA (Teaching Assistant) and PA (Project Assistant)

Minimum enrollment for PAs and TAs is 2 credits\* (3 credits\* for dissertators) during the fall and spring semesters.

- To be considered full-time by the Registrar for loan deferment and for certification of student immigration status, non-dissertator PAs and TAs who hold an appointment of at least 33.33% must be enrolled for 6 credits\*, or those who hold an appointment of at least 50% must be enrolled for 4 credits\*.
- Dissertator PAs and TAs are considered full-time with 3 credits\* directly related to their dissertation (generally research and thesis or required seminars).
- Maximum enrollment for PAs and TAs is 15 credits\* during the fall and spring.
- The Graduate School has no enrollment requirement for the summer session for PAs and TAs, unless the student is receiving a summer degree, but individual programs may.

#### Fellows

Non-dissertator graduate students holding fellowships that are pay-rolled through the university must be enrolled full-time: 8 credits\* during the fall and spring semester. Fellows who are non-dissertators with 12-month appointments must also enroll in 2 credits\* during the general 8-week summer session (DHH). Those who are not pay-rolled as fellows over the summer are not required to be enrolled. Those who are pay-rolled as fellows during any part of the summer term must enroll in the general 8-week summer session (DHH). Fellows who are dissertators must enroll in 3 credits\* during the fall and spring semesters. Fellows with 12-month appointments who are dissertators must also enroll in 3 credits\* during the general 8-week summer session (DHH).

#### Trainees

Trainees must carry a full load each fall and spring semester of 8 to 15 credits\* including research or thesis credits for non-dissertators (3 credits\* for dissertators), and at least 2 credits\* during the general 8-week summer session (DHH) (3 credits\* for dissertators).

#### International Students

Both F-1 and J-1 student visa regulations require students to be enrolled full-time each fall and spring semester (8 credits, not taken as audit). Summer enrollment is not required by the U.S.

federal government regulations for F-1/J-1 visa holders. However, summer enrollment may be required due to other circumstances; see summer enrollment requirements for assistantships, fellowships, traineeships, and graduating students. Failure to maintain full-time status can result in loss of F-1/J-1 student benefits, including on-campus employment and practical/academic training options. Any exceptions to full-time enrollment must be authorized by International Student Services (ISS). Visit the ISS webpage to learn more about visa requirements. Permission from ISS to drop below full-time enrollment does NOT exempt an international student from meeting the enrollment requirement determined by a Teaching Assistantship (TA), Project Assistantship (PA), Research Assistantship (RA), fellowship, traineeship, or dissertator status.

#### International Students – Online Learning Credit Limit

F-1 and J-1 student visa holders have restrictions regarding the number of online credits that can be taken during the semester as it relates to fulfilling the full-time enrollment requirement. There are also restrictions regarding online enrollment during the final term of study-especially when the final term for completion is in summer. For more information, visit the ISS Online Course Enrollment webpage.

#### Summer Enrollment Requirements

- Students must be enrolled at UW–Madison if they are using university facilities, including faculty and staff time.
- Dissertators defending and/or depositing dissertation (completing their degree) in summer must enroll for 3 credits\* in the general 8-week summer session (DHH).
- Dissertator RAs must enroll for 3 credits\* in the general 8-week summer session (DHH).
- Dissertator fellows with 12-month appointments are required to enroll for 3 credits\* in the general 8-week summer session (DHH).
- Dissertator trainees with 12-month appointments are required to enroll for 3 credits\* in the general 8-week summer session (DHH).
- Master’s candidates, who expect to graduate in summer must enroll for at least 2 credits\* in any session, short session or general 8-week summer session (DHH).
- Non-dissertators completing a summer doctoral degree must enroll for at least 2 credits\* in the general 8-week summer session (DHH).
- Non-dissertator RAs must enroll for 2 credits\* in the general 8-week summer session (DHH).
- Non-dissertator TAs and PAs not receiving a summer degree have no enrollment requirement. However, those who held such an appointment during the previous semester may qualify for summer tuition remission and are advised to consult with their employing department if they wish to enroll.
- Non-dissertator fellows with 12-month appointments are required to enroll for at least 2 credits\* in the general 8-week summer session (DHH).
- Non-dissertator trainees are required to enroll for at least 2 credits\* in the general 8-week summer session (DHH).
- International students who are completing a summer degree are required to enroll for at least 2 credits\* in the general 8-week summer session (DHH).

- International students who are RAs in the summer are required to enroll for at least 2 credits\* in the general 8-week summer session (DHH).
- International students who are not completing a summer degree and who are not RAs have no summer enrollment requirement mandated by the U.S. federal government regulations for F-1/J-1 visa holders.

#### Financial Aid, Loan Deferral, and Taxes

In most cases, students are eligible for federal loans and federal loan payment deferral when enrolled at least half-time, which is 4 credits\* for the fall and spring semesters. However, individual cases may vary, and students are advised to seek individual advice at the UW–Madison Office of Student Financial Aid. Payroll and FICA taxes can be impacted if students are not enrolled at least half-time. More information can be found here.

#### Full-Time Enrollment Status at a Glance

All of the following credit requirements (except F-1 and J-1 visa requirements) must be satisfied by graded courses taken at 300 or above; courses numbered below 300, audit, and pass/fail do not satisfy enrollment requirements.

Table 1. Full-Time Enrollment Status at a Glance

CATEGORIES	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: FALL OR SPRING	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: SUMMER (GENERAL 8-WEEK DHH SESSION)
Dissertator	Exactly 3 credits directly related to research	Not required unless receiving summer degree or if RA, trainee (with 12-month appointment), or fellow (with 12-month appointment), 3 cr. required.
RA, non-dissertator	8 cr.	2 cr.
TA/Lecturer (SA) 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
TA/Lecturer (SA) 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
Fellow, non-dissertator	8 cr.	2 cr. for 12-month appointments. Not required for 9-month appointments.
Trainee, non-dissertator	8 cr.	2 cr.
International student (F-1/J-1 visa), non-dissertator, if no other category in this list	8 cr.	4 cr. when summer is admit semester (2 cr. when summer is admit semester and student holds RA appointment or at least 33% TA or PA appointment)
If none of the above, full time enrollment is:	8 cr.	4 cr.

\* Credit requirements (except F-1 and J-1 visa requirements) must be satisfied by graded courses taken at 300 or above; courses numbered below 300, audit, and pass/fail do not satisfy enrollment requirements.