

COURSE LOAD POLICY: UNDERGRADUATE

Fall and Spring Semesters

1. A standard undergraduate course offered by the University carries 3 US /12 UK credits; the University also offers variants such as courses composed of 4 US / 16 UK and 6 US / 24 UK credits.
2. The normal course load for a full-time undergraduate student is five standard 3 US credits courses (15 US credits/60 UK credits) OR four standard 4 US credits courses per semester (16 US credits / 64 UK credits).
3. The normal time-to-completion for an undergraduate degree is 8 semesters (or 4 years).
4. The minimum course load for a full-time undergraduate student is three standard courses (at least 9 US/ 36 UK credits).
5. A part-time degree-seeking undergraduate student is one taking fewer than 9 US/ 36 UK credits in a semester.
6. Not completing a normal course load or having part-time status will likely increase time to completion.
7. Time-to-completion can be accelerated by:
 - the award of transfer credit
 - taking additional credits (“overloading”) in full semesters
 - completing summer courses
8. The maximum course load is one of the following, depending on level of study:
 - i) Six standard 3 US credit courses (18 US credits/ 72 UK credits).
 - ii) Four standard 4 US credit courses plus one standard 3 US credit course (19 US credits/ 76 UK credits).
 - iii) Three standard 4 US credits courses plus one 6 US credits Senior Project (18 US credits/ 72 UK credits).
9. Only degree-seeking and study abroad students with a cumulative GPA of 3.4 or higher at the end of the previous semester of study at the University are normally permitted to

17. Undergraduate degree-seeking students with a GPA of 2.75 or above may apply to the Academic Progress Committee (APC) for permission to exceed normal summer course loads, up to a maximum of 4.5 hours per week. With APC approval students may take a maximum of 3 hours per week in the remaining 6-week session. This represents a total maximum of 5 courses or 15 credits across 12 weeks. Study abroad students are not permitted to apply to the APC unless they have a previous semester of study at the University.
18. The University rarely runs FHEQ Level 6 courses in the summer semester, and students should plan for this accordingly. If a course did run, it would only run in a 6 week format.
19. Study abroad students are responsible for ensuring that they are meeting the course load and other requirements of their home institution.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Updated course load values to account for FHEQ Level 6 courses at 4 US credits.	May 2022	May 2022
003	Completed Version Management table	18 October 2022	18 October 2022
004	Reworded point 17 re: level 6 summer courses	June 2023	September 2023
		Restricted access?	
		<i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	