

## **CREDIT LOAD POLICY: UNDERGRADUATE**

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### **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. Part-time study is not available to visa sponsored undergraduate students.
6. Not completing a normal course load or having part-time status will likely increase time to completion. Regularly taking the minimum number of classes (considered to be full-time) per semester could result in visa sponsored students not being able to complete their degree due to time limitations on degree level study on a visa in the UK (see the Student Visa Policy).
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 take six courses (to “overload”). There is an additional course fee to be paid when a student overloads.
  10. Undergraduate degree-seeking and study abroad students with a cumulative GPA of below 3.4 at the end of the previous semester above may apply to the Academic Progress Committee (APC) for permission to exceed normal course loads.
  11. Where a single course carries 6 US/24 UK credits, such a course is treated as two courses in overall course load terms.
  12. International degree-seeking undergraduates admitted to the UK on a Student Route visa must be studying full-time in order to remain in compliance with UK immigration regulations. The attendance of visa-holding students is rigorously monitored. The University is obliged to report any Student Visa-holding students who fall below full-time enrolment to UK Visas and Immigration (UKVI) The University reserves the right to alter its policies and procedures in order to meet any changes in UKVI regulations.

### Summer Sessions

13. Over the 12-week summer, the University offers two consecutive 6-week summer sessions (Summer 1 and 2), and four consecutive 3-week summer sessions (Summer A, B, C, and D). The 6-week and 3-week sessions run concurrently.
14. A course held in the six week summer sessions (Summer 1 and 2) consists of classes held for 1.5 hours each day. A course held over 3 weeks (Summers A-D) consists of classes held for 3 hours each day.
15. In order to ensure that undergraduates have sufficient associated study hours alongside their classes, students are normally restricted to a maximum total of 6 hours across 6 weeks (normally three classroom hours per week, but variations are allowed).

16. The following table illustrates acceptable registration combinations for the summer sessions:

	Combination 1	Combination 2	Combination 3	Combination 4	Combination 5	Combination 6	Combination 7	Combination 8
Summer 1 (6 weeks)	2 courses	2 courses		1 course	1 course			
Summer 2 (6 weeks)	2 courses		2 courses			1 course	1 course	
Summer A (3 weeks)			1 course	1 course		1 course	1 course	1 course
Summer B (3 weeks)			1 course		1 course	1 course	1 course	1 course
Summer C (3 weeks)		1 course		1 course	1 course	1 course		1 course
Summer D (3 weeks)		1 course		1 course	1 course		1 course	1 course
Hours per week	3	3	3	4.5/1.5/3/3	1.5/4.5/3/3	3/3/4.5/1.5	3/3/1.5/4.5	3
Total credits	12	12	12	12	12	12	12	12

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

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
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
005	Added that part-time not available to visa students. Regularly taking minimum full-time course load can affect visas. Attendance monitoring of visa students to ensure full-time.	June 2024	01 Sept 2024
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	