

## **CREDIT LOAD POLICY: UNDERGRADUATE**

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### **Introduction**

1. A standard undergraduate course in Fall and Spring carries 4 US /16 UK credits.
2. The University also offers variants such as:
  - i Summer courses composed of 3 US / 12 UK for study abroad students
  - ii Capstone courses of 8 US / 32 UK credits
  - iii Independent study courses ranging from 1-2 US / 4-8 UK credits
3. This policy sets out the credit expectations for undergraduate students in line with MSCHE requirements for the 120 US credit degree.

### **General Principles**

#### **Fall and Spring Semesters**

4. The normal credit load for a full-time undergraduate student is 16 US / 64 UK credits per semester. This is generally four courses per semester, but this may vary if students complete courses of different credit values (see above).
5. The normal time-to-completion for an undergraduate degree is 8 semesters/4 years.
  - i For students who are admitted to direct Year Two Entry with 24 US / 96 UK credits, this is reduced to 6 semesters/3 years.
  - ii For students who are admitted to direct Year Two Entry with fewer than 24 US / 96 UK credits, this may be reduced to 6 semesters/3 years if students complete additional credits outside of the regular semesters.
  - iii For students who are admitted as Transfer students with more than 24 US / 96 UK credits, this can be reduced further, as advised by Registry Services (See Transfer Credit Policy).
6. The minimum credit load for a full-time undergraduate student is 12 US/ 48 UK credits.

7. A part-time degree-seeking undergraduate student is one taking fewer than 12 US/ 48 UK credits in a semester.
  - i Part-time study is not available to visa sponsored undergraduate students.
  - ii Part-time study is not available for many student finance/funding schemes. Students are advised to contact the Financial Aid office for advice.
8. Not completing a normal credit load or having part-time status will likely increase time to completion.
9. Regularly taking the minimum number of credits considered to be full-time per semester could result in:
  - i 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).
  - ii funded students not being able to complete their degree due to time limitations on degree level study. Students are advised to contact the Financial Aid office for advice.
10. The maximum credit load for a full-time undergraduate student is 16 US / 64 UK credits per semester. This is generally four courses per semester, but this may vary if students complete courses of different credit values (see above).
11. Degree-seeking undergraduates studying on a visa must be studying full-time 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 to meet any changes in UKVI regulations.

#### Summer Semesters

12. To ensure that undergraduates have sufficient associated study hours alongside their classes, students are restricted to a maximum of one 3-week course alongside a 6-week course.
13. Study abroad students are responsible for ensuring that they are meeting the course load and other requirements of their home institution.

14. The University does not run 4 US credit courses in the summer, and degree-seeking students should plan for this accordingly.

## 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
006	Major edits: 16 US credit max load, 12 US credit min load (for FT). Detail on credits at entry and time to completion. Removal of credit overload. Updates to summer offering.	June 2025	01 Sept 2025
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	