

# Undergraduate Study Loads

## Summary

The number of credit hours earned determines the study load, the enrollment status, and the classification.

## Purpose

This policy explains the study load, enrollment status, and classification according to credit hours earned.

## Policy

### *Normal study load*

Students enrolled in 12 semester hours or more are considered full-time. However, most courses count as three semester hours of credit, and the normal course load for full-time students is five courses or 15 semester hours.

### *Academic overload*

Enrollment in more than 19 semester hours during a fall or spring semester and more than 13 semester hours during a summer term is considered an overload. Academically superior students may take an overload only with the approval of the dean of the college in which they are enrolled.

### *Enrollment status (\*)*

Enrollment status for undergraduate students is based on the number of hours enrolled during a semester, excluding withdrawn courses, as follows:

<b>Number of Semester Hours Enrolled</b>	<b>Undergraduate Enrollment Status</b>
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12 or more	Full-time
9 to 11.99	Three Quarter-Time
6 to 8.99	Half-time
5.99 or less	Less than Half-time

\* For summer terms, enrollment status certification other than for financial aid is

*determined as follows: 6 semester hours or more, full time; 3-5 semester hours, half time; and 1-2 semester hours, less than half time. Enrollment in a course as an audit student does not count toward enrollment status for federal or state financial aid programs. Students on financial aid seeking information about [how enrollment status may impact financial aid eligibility](#) should contact the Financial Aid office.*

**Classification.** Classification is based upon the number of semester hours a student has earned, as follows:

**Semester Hours Earned    Classification**

0 - 29                                  Freshman

30 - 59                                Sophomore

60 - 89                                Junior

90 or more                            Senior

***Undergraduate Students and Graduate Work***

Undergraduate students with a minimum institutional grade point average of 2.75 who are within six semester hours of completing the baccalaureate degree from Columbus State University may register for graduate courses upon recommendation of their advisor. The total course load may not exceed 12 semester hours. A grade of B or better in the graduate course is required for use toward a master's degree. No more than nine semester hours of graduate credit may be earned before completion of the baccalaureate degree. Under no circumstances may a course be used for both graduate and undergraduate credit. Students must submit an application for graduation prior to registering for graduate courses; the registrar will verify eligibility for enrollment. Students desiring to take College of Education and Health Professions courses must fulfill graduate admission requirements and be accepted for graduate studies in their desired program area prior to enrollment.

**Related USG Policy**

3.8.1 General

**Last Update**

5/9/17

**Responsible Authority**

Registrar's Office

