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**Bulletin / Banner Change Transmittal Form**

[ ]  **XX Undergraduate Curriculum Council** Print 1 copy for signatures and save 1 electronic copy.

[ ]  **Graduate Council** - Print 1 copy for signatures and send 1 electronic copy to pheath@astate.edu

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| **Paula Bradberry 4/29/2016****Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| **Paula Bradberry 4/29/2016** **Department Chair:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**General Education Committee Chair (If applicable)**   |
| **Paula Bradberry 4/29/2016****College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| **Jill Simons 4/29/2016****College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |

**1.Contact Person** (Name, Email Address, Phone Number)

Jill Simons, jsimons@astate.edy, #3574

**2.Proposed Change**

Academic Load

**3.Effective Date**

immediately

**4.Justification –** The description for the Undergraduate Academic Load policy needs to be revised as the part-of-term (POT) course offerings for the summer term have increased considerably. While once considered separate terms (May Interim, Summer I, Summer II, August Interim), the summer term now includes all courses taken from May through August. As currently written in the Undergraduate Bulletin, students can take up to 18 hours of courses during the Spring, Fall and Summer terms. With the increase in POTs in summer, it is possible for a student to register for up to 18 hours in a five-week period, which has occurred with dire outcomes. **Revising this policy puts us back in compliance with federal credit hour standards as we report to HLC (**The **Carnegie Unit** and the **Student Hour).** The newly worded policy limits the number of courses for which students can enroll for a 5-week POT during the summer. In addition, outdated language concerning course load regulations based on days of week (TR) or (MWF) and scholarship information was removed. Students are redirected to receive the latest scholarship information in from more suitable sources.

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)- New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font). - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)*You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.**Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

**CURRENT POLICY (Page 35 of the 2015-2016 Undergraduate Bulletin)**

**STUDENT ACADEMIC LOAD**

The maximum academic load for students with less than a 2.00 semester or cumulative GPA shall not exceed 12 hours per semester, 12 hours during the summer term (which includes any combination of five or ten-week courses, or Internet courses and/or other courses no matter how delivered or where taken), or 3 hours in the December interim.

The maximum academic load for students with less than a 3.50 GPA but at least a 2.00 shall not exceed 18 hours per semester, 18 hours during the summer term (which includes any combination of five- or ten-week courses, or Internet courses and/or other courses no matter how delivered or where taken), or 3 hours in the December interim. However, a one hour overload is permitted during the last enrollment period (semester or five week term) if the one hour overload will complete graduation requirements

Students holding a cumulative grade point average of 3.50 or above may request permission of the dean of their college to schedule up to 21 hours in a semester and 18 hours total in the two five-week summer terms combined. (This policy is applicable only on a five-days-per-week schedule.)

First time freshmen students and/or students with less than 30 hours should not enroll in more than 12 semester hours on a three-day schedule (MWF) or no more than 9 hours on a two-day schedule (TTh). Sophomores and above should enroll for no more than 15 semester hours on a three-day schedule (MWF), or no more than 12 semester hours on a two-day schedule (TTh). Students transferring to ASU will be held to these standards. All college credit hours will be considered if the student is transferring with an associate degree.

The total academic load resulting from concurrent enrollments at Arkansas State University and other institutions shall not exceed the maximum loads stated above. **Off-campus or ten-week courses are to be included when computing academic load for each enrollment period.**

Students who receive an Institutional Scholarship should be enrolled in a minimum of 15 ASU-Jonesboro semester hours each fall and spring term. Students who receive the ASTATE Scholar Scholarship should also take at least one three-hour honors course each term. Students who receive the University Honors Scholarship, the Chancellor’s Scholarship and the Dean’s Scholarship should be enrolled in a minimum of 15 semester hours each fall and spring term. Students who receive the University Honors Scholarship should also take at least one three-hour honors course each term.

**Upper-level courses completed by a student before he/she has earned 30 degree-credit hours cannot be counted as upper-level credit.**

**REVISED POLICY WITH CORRECTIONS**

**STUDENT ACADEMIC LOAD**

**Academic load is the sum total of credit hours for all traditional and online coursework taken in a given term. In a semester, this includes all half-semester (i.e. first session, second session) and full-semester coursework. In the summer term, academic load is calculated for the entire term, including all two-week, five-week, seven-week, ten-week, and full-term courses.**

**The minimum credit hour load for classification as a full-time student in any term is 12 credit hours.**

The maximum academic load for students with less than a 2.00 semester or cumulative GPA shall not exceed 12 **credit** hours per semester*~~, 12 hours during the~~* **or** summer term *~~(which includes any combination of five or ten-week courses, or Internet courses and/or other courses no matter how delivered or where taken), or 3 hours in the December interim~~*. **Student enrollment may not exceed seven (7) credit hours per five-week summer session.**

The maximum academic load for students with less than a 3.50 **semester or cumulative** GPA **(**but at least a 2.00 **for both the semester and cumulative GPA)** shall not exceed 18 hours per semester*~~, 18~~* **or 14 credit** hours *~~during the~~* **per** summer term**.** *~~(which includes any combination of five- or ten-week courses, or Internet courses and/or other courses no matter how delivered or where taken), or 3 hours in the December interim. However, a one hour overload is permitted during the last enrollment period (semester or five week term) if the one hour overload will complete graduation requirements~~* **Student enrollment may not exceed seven (7) credit hours per five-week summer session.**

Students holding a cumulative grade point average of 3.50 or above may request permission of the dean of their college to schedule up to 21 hours in a semester and *~~18~~* **17** hours *~~total~~* in the *~~two five-week~~* summer term*~~s combined~~*. **If permission is granted for enrollment in 17 hours in the summer term, student enrollment may not exceed nine (9) credit hours per five-week summer session.**~~(This policy is applicable only on a five-days-per-week schedule.)~~

**A one hour overload is permitted during a student’s last enrollment period (semester or summer term) if the one hour overload will complete graduation requirements.**

**For all students, the maximum academic load in the December interim term is three (3) credit hours.**

*~~First time freshmen students and/or students with less than 30 hours should not enroll in more than 12 semester hours on a three-day schedule (MWF) or no more than 9 hours on a two-day schedule (TTh). Sophomores and above should enroll for no more than 15 semester hours on a three-day schedule (MWF), or no more than 12 semester hours on a two-day schedule (TTh). Students transferring to ASU will be held to these standards. All college credit hours will be considered if the student is transferring with an associate degree.~~*

The total academic load resulting from concurrent enrollments at Arkansas State University and other institutions shall not exceed the maximum loads stated above. ***~~Off-campus or ten-week courses are to be included when computing academic load for each enrollment period.~~***

Students who receive an Institutional Scholarship should **consult their individual scholarship guidelines for minimum credit hour requirements.***~~be enrolled in a minimum of 15 ASU-Jonesboro semester hours each fall and spring term. Students who receive the ASTATE Scholar Scholarship should also take at least one three-hour honors course each term. Students who receive the University Honors Scholarship, the Chancellor’s Scholarship and the Dean’s Scholarship should be enrolled in a minimum of 15 semester hours each fall and spring term. Students who receive the University Honors Scholarship should also take at least one three-hour honors course each term.~~*

***~~Upper-level courses completed by a student before he/she has earned 30 degree-credit hours cannot be counted as upper-level credit.~~***

**REVISION POLICY – FINAL VERSION**

**STUDENT ACADEMIC LOAD**

Academic load is the sum total of credit hours for all traditional and online coursework taken in a given term. In a semester, this includes all half-semester (i.e. first session, second session) and full-semester coursework. In the summer term, academic load is calculated for the entire term, including all two-week, five-week, seven-week, ten-week, and full-term courses.

The minimum credit hour load for classification as a full-time student in any term is 12 credit hours.

The maximum academic load for students with less than a 2.00 semester or cumulative GPA shall not exceed 12 credit hours per semester or summer term. Student enrollment may not exceed seven (7) credit hours per five-week summer session.

The maximum academic load for students with less than a 3.50 semester or cumulative GPA (but at least a 2.00 for both the semester and cumulative GPA) shall not exceed 18 credit hours per semester or 14 credit hours per summer term. Student enrollment may not exceed seven (7) credit hours per five-week summer session.

Students holding a cumulative grade point average of 3.50 or above may request permission of the dean of their college to schedule up to 21 hours in a semester and 17 hours in the summer term. If permission is granted for enrollment in 17 hours in the summer term, student enrollment may not exceed nine (9) credit hours per five-week summer session.

A one hour overload is permitted during a student’s last enrollment period (semester or summer term) if the one hour overload will complete graduation requirements.

For all students, the maximum academic load in the December interim term is three (3) credit hours.

The total academic load resulting from concurrent enrollments at Arkansas State University and other institutions shall not exceed the maximum loads stated above.

Students who receive an Institutional Scholarship should consult their individual scholarship guidelines for minimum credit hour requirements.