

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: I:18:00

Date: October 2009

Subject: Course Load

Course Load Policy for Undergraduate Students

The average course load for undergraduates is 15 – 16 credit hours a semester. Should a matriculated student desire to register for more than 19 hours, the approval of the appropriate academic adviser must be secured. Students in majors should consult with their faculty adviser, and undeclared students not affiliated with EOP or the Academic Intervention program should consult with the coordinator of the Academic Advisement Office. The student's academic adviser will review requests for overload.

Students on academic probation or academic warning (below a 2.0 cumulative grade point average) can enroll in a maximum of 15 credit hours. All students should consult with their academic adviser for proper guidance. Students seeking an override of the 15-credit-hour limit must make the request of and receive approval from their Dean's office.

Course Load Policy for Graduate Students - October, 2011

Effective fall 2011, the full-time course load policy for graduate students is as follows:

- 1) Full-time status: Full-time academic status typically consists of a course load of 9 graduate-level credit hours per semester. Some departments, though, require that students take more credits for accreditation purposes (check with your department).
- 2) Graduate assistants: Full-time academic status for graduate assistants is 6-9 graduate-level credit hours per semester. Final assignments are determined by the department supervising the GA appointment. (Half-time academic status for a graduate assistants is 3 credits).
- 3) Last semester of study: Full-time academic status is granted to students in their final semester of study if they are working full-time on a master's project or master's thesis. Advisers and department chairs need to verify the student's workload in these cases.
- 4) Finances: In determining billing status, students pay tuition based on the number of credits they register for – up to 12 credits.
- 5) Financial Aid: To be eligible for financial aid, students must be enrolled as matriculated students in an eligible program of study. Other guidelines vary depending on the type of aid. Various state and federal financial aid programs required that students be registered for 12 graduate credits; loans typically do not. Students should contact the Financial Aid Office or the Graduate School for details and personalized counseling.
- 6) Fully employed part-time students registered in the fall and spring semesters should limit themselves to a maximum of two courses each semester.