


Name of Policy: <u>Enrollment status: fulltime, part time and audit</u>		 <p>Revision date: November 16, 2018</p> <p>Original effective date: May 1, 2011</p>	
Policy Number: 3364- 71-02			
Approving Officer: President			
Responsible Agent: Provost & Executive Vice President for Academic Affairs			
Scope: All Undergraduate Students			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

A student’s enrollment status is determined by the number of credit hours the student enrolls in during a term (fall, spring or summer term in its entirety). The definitions are as follows:

- (1) A full-time undergraduate student is enrolled for twelve (12) or more semester hours in credit-bearing courses in a term.
- (2) A part-time undergraduate student is enrolled for fewer than twelve (12) semester hours in credit-bearing courses in a term.
- (3) Audit is defined as a student enrolled in a credit-bearing course who elects not to receive credit.

Full-time students are encouraged to take 15 credit hours to complete their degree in a timely fashion, and are permitted to take up to 20 credit hours without any additional approval. Students seeking academic overload for 21 or more hours must receive approval according to the procedure set by their college.

A student must be enrolled through the university’s official registration and enrollment information system in order to receive transcribed credit for any course.

(B) Purpose of policy

This policy defines enrollment status for undergraduate students at the University of Toledo.

(C) Scope

This policy applies to all undergraduate students across the university.

(D) Procedure

The Provost's approval is required for the procedure established by each college, department or other academic unit related to the implementation of the provisions of this policy. The Registrar's office officially verifies external requests for enrollment status.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>November 16, 2018</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Provost & Executive Vice President for Academic Affairs SLT Faculty Senate</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>n/a</i> <p>Initial effective date: May 1, 2011</p> <p>Review/Revision Date: November 16, 2018</p> <p>Next review date: November 16, 2021</p> <p>Policy originally published in 2006-2008 Undergraduate Catalogue and transferred to UT policy website.</p> <p><u>The University of Toledo Faculty Senate must be included in the process related to the revision or reaffirmation of this policy.</u></p>
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