COURSE LOAD POLICY: UNDERGRADUATE

Fall and Spring Semesters

1. A standard undergraduate course offered by the University carries 3 US /12 UK credits; the University also offers variants such as courses composed of 4 US / 16 UK and 6 US / 24 UK credits.

2. The normal course load for a full-time undergraduate student is five standard courses (15 US credits/60 UK credits) per semester.

3. The normal time-to-completion for an undergraduate degree is 8 semesters (or 4 years).

4. The minimum course load for a full-time undergraduate student is three standard courses (at least 9 US /36 UK credits).

5. Exception: the University's degree-seeking undergraduates on internships are categorised as full-time students due to the hours spent in the work place and the associated academic work and notional hours of learning.

6. A part-time degree-seeking undergraduate student is one taking fewer than 9 US / 36 UK credits in a semester.

7. Not completing a normal course load or having part-time status will likely increase time to completion.

8. Time-to-completion can be accelerated by:
   - the award of transfer credit
   - taking additional credits ("overloading") in full semesters
   - completing summer courses

9. The maximum course load is six standard courses (18 US/72 UK credits). Only students with a cumulative GPA of 3.4 or higher at the end of the previous semester of study are normally permitted to take six courses (to "overload"). There is an additional course fee to be paid when a student overloads.

10. Where courses carry 4 US/16 UK credits, the course load restrictions remain the same, although the number of credits will vary. Where a single course carries 6 US/24 UK credits, such a course is treated as two courses in overall course load terms.

11. International degree-seeking undergraduates admitted to the UK on a Tier 4 visa must be studying full-time in order to remain in compliance with UK immigration regulations. The University reserves the right to alter its policies and procedures in order to meet any changes in UKVI regulations.

Summer Sessions

12. Over the 12-week summer, the University offers two consecutive 6-week summer sessions (Summer 1 and 2), and four consecutive 3-week summer sessions (Summer A, B, C, and D). The 6-week and 3-week sessions run concurrently.

13. A course held in the six week summer sessions (Summer 1 and 2) consists of classes held for 1.5 hours each day. A course held over 3 weeks (Summers A-D) consists of classes held for 3 hours each day.

14. In order to ensure that undergraduates have sufficient associated study hours alongside their classes, students are normally restricted to a maximum total of 6 hours across 6 weeks (normally three classroom hours per week, but variations are allowed).

15. The following table illustrates acceptable registration combinations for the summer sessions:

	Combination 1	Combination 2	Combination 3	Combination 4	Combination 5	Combination 6	Combination 7	Combination 8
Summer 1 (6 weeks)	2 courses	2 courses		1 course	1 course			
Summer 2 (6 weeks)	2 courses		2 courses			1 course	1 course	
Summer A (3 weeks)			1 course	1 course		1 course	1 course	1 course
Summer B (3 weeks)			1 course		1 course	1 course	1 course	1 course
Summer C (3 weeks)		1 course		1 course	1 course	1 course		1 course
Summer D (3 weeks)		1 course		1 course	1 course		1 course	1 course
Hours per week	3	3	3	4.5/1.5/3/3	1.5/4.5/3/3	3/3/4.5/1.5	3/3/1.5/4.5	3
Total credits	12	12	12	12	12	12	12	12

16. Undergraduates with a GPA of 2.75 or above may apply to the Academic Progress Committee (APC) for permission to exceed normal summer course loads, up to a maximum of 4.5 hours per week. With APC approval students may take a maximum of 3 hours per week in the remaining 6-week session. This represents a total maximum of 5 courses or 15 credits across 12 weeks.

17. Study abroad students are responsible for ensuring that they are meeting the course load and other requirements of their home institution, and those of AIFS where applicable.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	**Key Changes**	**Date of approval**	**Date of effect**
001		24 July 2018	28 August 2018
	Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**		