

**CHARLESTON SOUTHERN UNIVERSITY OFFICE
OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
ACADEMIC LOAD	R-13	1 of 1	May 25, 1984

Purpose: To academically define full-time versus part-time student status and to provide for a maximum number of hours allowable in each academic term.

Fall and Spring Semesters:

By academic definition, a full-time undergraduate student is one who is enrolled for **twelve (12)** or more credit hours during a Fall or Spring semester, and a full-time graduate student is one who is enrolled for **six (6)** or more graduate credit hours.

An undergraduate student's normal load is fifteen (15) to eighteen (18) credit hours. For undergraduate students, permission must be obtained to enroll in 19 - 21 hours from the Academic Dean of the student's major. The maximum undergraduate course load allowed in any semester is twenty-one (21) hours. Any exception to this must be approved by the Vice President for Academic Affairs.

For traditional undergraduates, students may enroll in no more than eight (8) credit hours during an accelerated 8-week term (i.e. Fall I, II and Spring I, II). Under exceptional circumstances, the Dean over a student's major may approve the student enrolling in nine (9) credit hours during an accelerated term. Students may not exceed nine (9) hours over an accelerated 8-week term without the express permission of the Vice President of Academic Affairs.

CSU Online majors may be allowed to take nine (9) hours per accelerated term with program approval (not to exceed more than nine (9) hours at a time). See CSU Online Handbook. CSU Online students may not exceed 9 hours during an accelerated term without express permission of the Dean of CSU Online.

The normal load for graduate students is six (6) to twelve (12) graduate credit hours at a time. Graduate students enrolling in more than twelve (12) hours per semester must obtain the permission of the graduate director of their program. Year-round graduate programs such as the Physician Assistant program, the Physical Therapy program, and the Doctorate in Leadership programs must conform to the established parameters published by these programs in their handbooks according to the guidelines established by accrediting agencies and in accord with best practices. Full-time in these cases is defined as a minimum of 9 hours per semester but may go as high as 18 credit hours (clinical hours may exceed this amount). In the case of taking graduate courses in multiple programs, at no time may that student be enrolled in more than 18 credit hours at a time.

All Summer Sessions:

For traditional undergraduates, students are held to no more than two (2) classes (no more than eight (8) credit hours) at a time. Therefore, a student who takes two (2) courses in Summer I and two (2) in Summer II can take up to possibly four (4) classes/16 hours (although it will be certainly fewer credit hours since it is doubtful they can take four (4) lab courses); one who takes a full summer course can take a total of three courses (12 hours maximum) (a full summer, a Summer I, and a Summer II). The allowance for lab credit hours or four (4) credit hour classes does not allow students to exceed the basic rule of no more than two (2) classes at a time. The Dean over student's major may approve the student taking a third class during a sub-term. Traditional undergraduate students may only exceed 18 hours over the summer with the express permission of the Vice President of Academic Affairs.

CSU Online majors may be allowed to exceed this number and take 9 hours per sub-term with program approval (not to exceed more than nine (9) hours at a time). See CSU Online Handbook. CSU Students may only exceed 18 hours over the summer with the express permission of Dean of CSU Online.