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## Policy AC050: Maximum Credit Hours

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,  
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,  
Pennsylvania Western University

**Effective Date:** 07/01/2022

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### A. Intent

To define the maximum credit hours in which undergraduate and graduate students may enroll during semesters and terms.

### B. Definition(s)

**Full-time Undergraduate Student:** An undergraduate student enrolled for a minimum of 12 credit hours within Fall or Spring semesters.

**Full-time Graduate Student:** A graduate student enrolled for a minimum of 9 credit hours within a regular semester; in some graduate programs this will include the Summer term.

### C. Policy

#### **Undergraduate Students**

Full-time undergraduate students may register for up to 18 credits during the Fall and Spring semesters without special permission. Students wishing to register for 19 or more credits must obtain written permission from their academic advisor and academic dean. Only in exceptional circumstances will a student be permitted to register for more than 21 credits. Additional tuition and fees are charged for all credits in excess of 18 during a given semester.

During the Summer or Winter terms, students may register for a maximum of 8 credits in any given term, with the exception of a maximum of 4 credits for a 3-week session, and 15 credits for an internship session. Degree-seeking students wishing to register for additional credits during the Summer or Winter terms must obtain permission from their academic dean; non-degree-seeking students wishing to register for additional credits must obtain permission from the registrar. Students are charged tuition and fees on a per-credit basis for all courses during the Summer and Winter terms.

## **Graduate Students**

During the Fall and Spring semesters, full-time graduate students may register for up to 15 graduate credits without special permission. Graduate students may register for up to 18 credits if enrolled in a combination of undergraduate and graduate courses in a given semester.

Students who intend to register for 18 or more credits must obtain approval from their academic dean. Only in exceptional circumstances will a graduate student be permitted to register for 18 or more credits.

During the Summer or Winter terms, students may register for a maximum of 8 credits in any given term, with the exception of a maximum of 4 credits for a 3-week session, and 15 credits for an internship session. Students wishing to register for additional credits during the summer or winter terms must obtain permission from their academic dean.

### **D. Procedure(s)**

Not Applicable.

### **E. Related policies**

Not Applicable.

### **F. Contact Information**

For additional information, please contact the Office of the Registrar, or the academic dean over the student's program.

### **G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.