



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.3100

DIVISION: Academic Affairs

TITLE: Enrollment Verification for Graduate and Undergraduate Students

DATE: November 5, 2019

REVIEWED: March 7, 2022

Authorized by: Robert Fischer, Provost and Vice President for Academic Affairs

I. Purpose and Scope

Course load definitions are set by the University; however, those definitions are used in defining criteria for enrollment verifications for students and distributing federal financial aid. Since the course load definitions are not standardized by the Council on Postsecondary Education or the SACSCOC, departments have requested exceptions to the course load policy which is explicitly stated in the undergraduate and graduate catalogs.

The purpose of this policy is to recognize the course load definition, as established by the University, as the global definition to be used by all academic programs at Western Kentucky University. This includes programs at the doctoral, graduate, and undergraduate levels. The establishment of a clear policy listing explicitly stating programs may not develop differing definitions will reduce student confusion. Enrollment verification, financial aid, and program course load definitions will match.

II. Policy

All WKU enrollment verifications are based on the following course load rules for fall, spring, or summer terms.

Undergraduate Hours

- Full Time 12-19.5
- Half Time 6-11.99
- Less than Half Time .01-5.99

Graduate Hours

- Full Time 9-15
- Half Time 4.5-8.99
- Less than Half Time .01-4.49

The course load rules will be used for reporting student enrollment status in all undergraduate and graduate programs during the fall, spring, and summer terms. Programs/Departments may not use nor request independent definitions. Refer to the undergraduate and graduate catalogs concerning maximum hours.

IV. Related Policies**V. Reasons for Revision**

March 2022

Reviewed as part of the fifth-year review process in accordance with Policy 0.000V.