



The American University of Kurdistan Policy of Student Courseload

Policy Number: AS024
Effective Date: June 15, 2021

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to establish an acceptable limit for credits to be taken during each semester to apply toward degree requirements for full-time studies based on the student’s overall performance at the American University of Kurdistan.
- c. **Scope:** This policy applies to AUK students, Admissions and Registration Department (ARD), Provost’s Office, Deans/Chairs of Departments and academic advisors.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Deans and/or Department Chairs

POLICY – Student Courseload

- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Provost’s Office

III. DEFINITION

The Student Courseload Policy clearly states the expectations for students in respect to time commitment (workload) per course as well as the credit limit that a student is allowed to take per semester. One credit hour means (according to the U.S. Federal Definition of a credit hour) “one hour [50 minutes] of classroom or direct faculty instruction and a minimum of two hours of out of class student work”. So, this makes the total student workload for one course credit a total of three hours a week for the fall and spring semesters.

Technically, a credit hour is comprised of faculty-led discussion/lecture and student preparation outside of the classroom:

- One (1) credit hour equals approximately 15 academic hours of faculty-led instruction per semester plus, an additional 30 hours of out-of-class student work;
- One academic hour equals 50 minutes of class time; and
- Each credit requires a student time commitment of approximately 3 hours per week.

Additionally,

- 1 credit equals 750 minutes of faculty-led instruction per semester (class time only), plus at least 1500 minutes of out of class work;
- 2 credits equal 1500 minutes of faculty-led instruction per semester (class time only), plus at least 3000 minutes of out of class work;
- 3 credits equal 2250 minutes of faculty-led instruction per semester (class time only), plus at least 4500 minutes of out of class work; and
- 4 credits equal 3000 minutes of faculty-led instruction per semester (class time only), plus at least 6000 minutes of out of class work.

The above number of minutes per credit hour applies also to summer semesters. As the timeline is shorter, 8 weeks in duration, the number of minutes per week per course will be increased in order to meet the expectations as to minutes of faculty-led instruction per semester. This needs to be considered by students when registering for summer semester as it has an impact on courseload.

IV. POLICY STATEMENT

The academic calendar at AUK follows a fall, spring, and summer model. The Fall and Spring semesters are 15 weeks in length. These two semesters are considered “required” semesters for full-time attendance purposes and the student must maintain continuous attendance to maintain this status. The Summer semester is 8 weeks in length and is considered optional for most students. Students are expected to maintain a minimum course load of 4 courses (12-13 credits) per semester for full-time status. When students

would like to register for more courses than the standard load allowed, he/she must obtain overload approval from the academic advisor, department chair and Dean of College.

V. POLICY PRINCIPLES

- a. The minimum load for full-time undergraduate students is 4 courses (minimum of 12 credits) per each Fall and Spring semester of matriculation. However, taking an average of 15 or 16 credit hours per semester (i.e. 30-32 credit hours per academic year) should keep the student on track for graduation in the standard time for the bachelor's degree.
- b. A full-time undergraduate student with a CGPA below 2.0 is not allowed to enroll in over 4 courses and is not eligible to participate in university extracurricular activities requiring substantial commitment outside the classroom (such as sports competition).
- c. Students with good academic standing (cGPA above 2.0) may register for up to 5 courses in any regular semester (Fall and Spring semester) without special approval.
- d. If a student wants to enroll for 6 courses (maximum 19 credit hours) in any regular semester (Fall and Spring semester), the student must have a CGPA of 3.3 or higher and must receive written permission by filing the **Course Overload Form**.
- e. Students are permitted to take fewer credits (under 12 credits) and be classified as part-time in exceptional circumstances; this status will prolong their time-to-graduation and affect their scholarship awards.
- f. A Student who is expected to graduate may register for 6 courses (maximum of 19 credits) in their last regular semester (Fall and Spring semester) with the following conditions:
 - 1) Is in good academic standing (cGPA 2.0).
 - 2) Courses needed to complete their degrees are all offered in the student's graduation semester.
 - 3) Must receive written permission from the Dean of their college by filing the **course overload form**.
- g. During the summer semester, students may register for a maximum of 7 credits and students who have CGPA above 3.3 may register for 10 credits maximum .
- h. A full-time undergraduate student who is expected to graduate after summer semester may register for 10 credits with the following conditions:
 - 1) Is in good academic standing (cGPA 2.0).
 - 2) Courses needed to complete their degrees are all offered in the student's graduation semester.
 - 3) Must receive written permission from the Dean of his college by filing the **course overload form**.

VI. POLICY PROCEDURES

During the advising and registration processes, students might attempt to enroll in more courses/credits than the maximum number allowed based on their academic record and standing. A request to enroll in more than the maximum number of courses/credits must be approved in writing by means of a Student Course Overload Form.

- 1) The Student must fill out the course overload form; the ARD will verify that the information is correct.
- 2) The course overload form should be submitted to the appropriate advisor, then to the department chair and finally to the Dean of the college for approval.
- 3) Upon approval, the Dean of the college will return the form to the ARD for review. The ARD will post the additional courses to the student's academic record.
- 4) The Dean of the college will notify the student via the student's AUK email address as to the approval or disapproval of the course overload in writing within a week's time (5 working days) following the receipt of the report from the ARD.
- 5) The student is able to appeal the decision to the Provost.
- 6) The Provost's decision is binding and final.

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 14, 2021
- c. **Amended:** June 14, 2021

VIII. APPENDIX

- 1: Course Overload Form

**Appendix
Course Overload Form**

COURSE OVERLOAD FORM

Student Information			
Student Name		Academic Year	
Student ID		Semester	
Current Major		College	

Student Academic Record			
Cumulative GPA		Last Semester GPA	
Total Credit Hours Earned		Total Credit Hours requested this semester	
Verified by (registration officer):		Date:	
Reason(s) for Requesting Courses Overload			

Required Signatures			
Student Signature		Date:	
Academic Advisor		Date:	
Department Chair			
Date:			
College Dean			
Date:			
ARD :		Date:	

• Please return the Form to ARD