



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-G-10.V01: GRADUATE LOAD  
CLASSIFICATION POLICY**

## **AC-G-10.V01: GRADUATE LOAD CLASSIFICATION POLICY**

**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by the BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

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### **1. PURPOSE**

This policy establishes minimum and maximum permissible academic load limits and its effect on graduate scholarship.

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### **2. POLICY DESCRIPTION**

This policy defines the full academic load for a graduate student based on the graduate student's academic progress. It is further establishes the minimum load limits for a student to maintain a graduate scholarship.

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#### **2.1 POLICY STATEMENTS**

1. Graduate students shall register for courses during the period announced by the Registrar in the official University calendar. Pending approval from the Dean, late registration may be accepted one week after the beginning of a regular semester and three days after the beginning of the Summer semester.
2. The full-time load for graduate students in a regular academic semester is nine graduate credit hours.
3. Doctoral students must maintain a full-time load during their progress toward a PhD degree. The College Dean may grant a PhD student an exception to full-time enrollment. PhD students may withdraw from a semester if they fail to maintain full time enrollment or secure an exception from the Dean.
4. The maximum load permissible for a graduate student is 12 credit hours in a regular academic semester (Fall or Spring) and 6 credit hours in a summer semester.
5. The maximum load permissible for a graduate student on academic probation is 6 credit hours in a regular academic semester (Fall or Spring). This maximum load limit for students on academic probation is considered a full-time load.
6. The full-time load to maintain a scholarship is 9 credit hours in a regular academic semester (Fall and Spring) or 18 credit hours in an academic year.
7. Graduate students who successfully accumulated the required degree program credits hours as described in their study plan shall be regarded as full-time if they register for at least one credit hour of the dissertation, thesis, or graduate directed project and/or register for dissertation, thesis or Master's project defense course. The advisor must attest that such a student is working full-time on the dissertation, thesis, or Master's project.
8. To satisfy residency requirements:
  - Master's degree seeking students must register in the thesis course for at least two semesters;
  - PhD degree seeking students must enroll in the PhD thesis course for at least four semesters.

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### **3. RESPONSIBILITY/SOURCE/AUTHORITY**

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with

appropriate college committees and deans.

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**3. 1 COMMUNITY SHOULD KNOW THIS POLICY**

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President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

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**4. Updates**

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SUMMARY OF CHANGES		
Date	Section	Change

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**5. ACCOMPANYING PROCEDURE**

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