



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-U-08.V01: UNDERGRADUATE LOAD  
CLASSIFICATION POLICY**

## AC-U-08.V01: UNDERGRADUATE 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

The undergraduate load classification policy establishes permissible academic load limits and student classifications.

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### 2. POLICY DESCRIPTION

This policy defines the full academic load for undergraduate students based on the graduate student's academic progress.

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#### 2.1 DEFINITIONS

- **Dean's List:** An annual published record of undergraduate students who achieve a CGPA of 3.5 or higher in the academic year preceding the announcement of the list.
- **President's List:** An annual published record of undergraduate students who achieve a CGPA of 3.75 or higher in the academic year preceding the announcement of the list.

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#### 2.2 POLICY STATEMENTS

1. Students shall register during the period announced by the Registrar in the official University calendar. Pending approval from the Dean, late registration may be accepted one week into the beginning of a regular semester and three days into the summer semester.
2. All courses (audited or for credit) count towards the student's load for a semester.
3. The minimum load for a full-time undergraduate student is 12 credit hours in a regular semester.
4. Students enrolled in fewer credit hours than those required for a full-time designation are classified as part-time.
5. The maximum load for an undergraduate student is typically 18 hours in a regular semester and 9 credit hours in the summer semester. The College Dean, based on the endorsement of the academic advisor, may permit students with CGPA of 3.0 or higher to register for an overload.
6. A student who, due to extenuating circumstances, needs to drop below the minimum course load allowed, will require approval in writing from the College Dean.
7. Dual degree students may be classified as full-time if they are enrolled in nine graduate credit hours in a regular academic semester.
8. Undergraduate class-standing is classified based on earned credits as follows:
  - Freshman 0 to 29 credit hours earned;
  - Sophomore 30 to 59 credit hours earned;
  - Junior 60 to 89 credit hours earned;
  - Senior 90+ credit hours earned.
9. Regardless of the catalog in which the student's academic requirements are set, all undergraduate degree requirements must be successfully completed within eight years since matriculation in the program, inclusive of any leave. Individual colleges may set additional special requirements or limits.
10. The President's and the Dean's lists recognize excellent academic achievement for undergraduate students. The Registrar shall compose the lists by the sixth of week of every Spring semester. Students who achieve the criteria in the definitions by the time the lists are developed are eligible to be recognized if they:
  - Successfully completed at least 24 credit hours in their program of study at HBKU;
  - Are in good academic standing;
  - Are enrolled as full-time students at HBKU when the list is composed;

- Are not subject to any investigation due to misconduct.
11. The Dean and the President’s Office shall notify the students who have been included in the respective lists and will make the lists public in an appropriate venue. Students who do not want their names to be publicly announced must notify the respective office in writing within one week of receiving the notification.

**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.

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

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

**4. Updates**

SUMMARY OF CHANGES		
Date	Section	Change

**5. ACCOMPANYING PROCEDURE**