



Title: Full & Part-Time Student Enrollment Status	Type: Academic
No: AC 2008	Approval Date:10-22-2018
Responsible Office: VP Academic Affairs Provost	Reviewed: AVP/Director of Financial Aid, 9-28-2018; Director of International Student & Scholar Services, 9-26-2018; Policy Committee; 10-19-2018; Approved: President's Cabinet, 10-22-2018; President 10-22-2018
Next Review: 2022	Revision No:

I. Purpose/Introduction/Rationale

This policy defines full-, three-quarter-, half-, and less than half-time enrollment status for undergraduate and graduate students of Rollins College for the purposes of Federal Financial Aid and Homeland Security compliance. The U.S. Department of Education (ED) specifies a minimum standard for undergraduate students, but not for graduate students; ED requires that higher education institutions define the status of attendance (i.e., financial aid eligibility) for graduate students. The Department of Homeland Security (DHS) requires institutions to certify full-time enrollment status for postgraduate students. This policy applies to all students of Rollins College, including those in the College of Liberal Arts (CLA), the Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer).

Important Notes:

1. Eligibility for financial aid is based on the cost of attendance for a full semester; withdrawal from a course may impact Federal financial aid awards. Students must meet satisfactory academic progress requirements to continue receiving Federal financial aid. Students are encouraged to review the Office of Financial Aid's [Consumer Information website](#) for additional information.
2. The DHS requires that a.) international undergraduate college students studying in the U.S. enroll in at least 12 semester credit hours per term and b.) international postgraduate students studying in the U.S. colleges take a full course of study as defined/certified by the institution.¹
3. This policy is not intended to define or provide guidance on full time equivalent (FTE) calculations of student enrollment.

II. Definitions

Undergraduate Students: CLA and Holt (including 3/2 M.B.A. students enrolled at Crummer in their fourth year)

	Semester Credit Hours			
	Full-Time	¾-Time	Half Time	Less
CLA and Holt Fall and Spring Terms	12 or More	9 to 11	6 to 8	5 or Fewer
Holt Summer Term ²	12 or More	9 to 11	6 to 8	5 or Fewer

Holt Graduate Students: All Programs³

	Semester Credit Hours			
	Full-Time	¾-Time	Half Time	Less
Fall and Spring Terms	9 or More	5 to 8	4.5	4 or Fewer
Summer Terms	6 or More	4 to 5	3	2 or Fewer

Crummer Graduate Students

	Semester Credit Hours			
	Full-Time	¾-Time	Half Time	Less
Fall and Spring	6 (EDBA) or More 9 (MBA) or More	4.5 to 5.5 5 to 8	3 4.5	2 or Fewer 4 or Fewer
Summer Term 1 (12 weeks)	6 or More	4 to 5	3	2 or Fewer
Summer Term 2 (6 weeks)	3 or more	2	1.5	1 or fewer

¹ Department of Homeland Security. (2018.) *Full Course of Study*. Retrieved from: <https://studyinthestates.dhs.gov/full-course-of-study>.

² Not applicable to CLA; there is no formal summer term in the residential program.

³ Holt graduate programs have differing minimum/maximum course requirements. Students wishing to take more than the minimum/maximum academic course load must obtain written permission from the appropriate graduate program director.

IV. Related Policies or Applicable Publications

Rollins College Office of Financial Aid [Consumer Information Website](#).

Rollins College Hamilton Holt School. *2018-2019 Rollins Evening Graduate Catalog*.

Rollins College Crummer Graduate School of Business. *Masters Student Handbook 2018-2019*.

Rollins College Crummer Graduate School of Business. *Doctoral Student Catalog 2018-2019*.

V. Effective Date

This policy is effective Fall 2019, and supersedes all previously issued versions.

VI. Appendices/Supplemental Materials

[Not Applicable]

VII. Rationale for Revision

[Not Applicable]