



# ROLLINS COLLEGE POLICY

Title: Full- & Part-Time Student Enrollment	Type	Academic
No: AC 2008	Approval Date: 7-16-2024	
Responsible Office: VP Academic Affairs   Provost	Reviewed By: VP Academic Affairs   Provost, 7-9-2024; CLA Curriculum Committee, 11-15-2022; CLA Executive Committee, 12-2-2022; Crummer Faculty, 7-8-2024; President’s Cabinet, 7-16-2024; Approved By: President, 7-16-2024	
Next Review: 2028	Revision No:2, See <a href="#">Section VII</a> for revisioning history.	

## I. Purpose/Introduction/Rationale

This policy defines full-, three-quarter-, half-, and less than half-time enrollment status for Rollins College undergraduate and graduate students for the purposes of Federal Financial Aid and Homeland Security compliance. The U.S. Department of Education (USED) specifies a minimum standard for undergraduate students, but not for graduate students; USED 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 Rollins College students, 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 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 receive 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.<sup>1</sup>
3. This policy does not 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 <sup>2</sup>	12 or More	9 to 11	6 to 8	5 or Fewer

### Holt Graduate Students: All Programs<sup>3</sup>

	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 or More (EDBA)	4.5 to 5.5	3 to 4	2 or Fewer
	9 or More (MBA and Graduate Certificates)	5 to 8	4.5	4 or Fewer
Summer Term 1	3 or More (EDBA)	2	1.5	1 or Fewer
	6 or More (MBA and Graduate Certificates)	4 to 5	3	2 or Fewer
Summer Term 2	3 or more (MBA and Graduate Certificates)	2	1.5	1 or Fewer

<sup>1</sup> Department of Homeland Security. (2022.) *Full Course of Study*. Retrieved from: <https://studyinthestates.dhs.gov/full-course-of-study>.

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

<sup>3</sup> 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

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

Rollins College. *2022-2023 College of Liberal Arts Catalog, Academic Policies, [Registration](#)*.

Rollins College. *2022-2023 Hamilton Holt Undergraduate Catalog, Academic Policies, [Registration](#)*.

Rollins College. Crummer Graduate School of Business. [Master Student Handbook](#).

Rollins College. Crummer Graduate School of Business. [Doctoral Student Handbook](#).

## V. Appendices/Supplemental Materials

N/A

## VI. Effective Date

This policy is effective 7-16-2024 and supersedes all previously issued versions.

## VII. Rationale for Revision

No. 2, 7-16-2024, inclusion of full- and part-time status for non-degree seeking (certificate program) Crummer students.

No. 1, 12-12-2022, required five-year review and EDPA Summer Status Change.