

COURSE SELECTION

Adding Courses

Students may add courses to their schedules during the Drop/Add period. Between the end of the Drop/Add period and the 10th day of classes, a student desiring to add a course may do so only with the written approval of the instructor.

Late Adds

After the 10th day of classes, adding with instructor permission will be accepted by the University Registrar's Office only under extraordinary circumstances.

Course Cancelation

Students should also be aware that regularly scheduled undergraduate classes for which fewer than ten students enroll (or graduate classes for which fewer than five students enroll) will be offered only with special approval of the Provost. If enrollment does not justify continuation of a class, the class may not be offered that semester.

Course Levels

Course level numbers are structured as follows:

Course Level Number	Description
100-199	Intended primarily for first-time-in-college students
200-299	Intended primarily for sophomores
300-399	Intended primarily for juniors
400-499	Intended primarily for seniors
500-599	For all graduate students
600-749	For all graduate students, including doctoral
750-799	Doctoral level only

Course Loads

Twelve credit hours is considered full-time status for undergraduates. An undergraduate student must be enrolled for a minimum of 12 credits to qualify for full-time certification to any organization.

Full-time undergraduates normally take five courses per semester. Since a majority of courses carry three hours of credit with some carrying four hours of credit, a normal course load is 15 or 16 credits per semester. To complete most undergraduate degrees in four years, students should plan to carry 15 or 16 credits per semester.

Undergraduates may not take more than 18 credits per semester except with the approval of their assigned academic advisor. Students who have cumulative grade point averages of 3.0 may be authorized, in special circumstances and at the discretion of the Dean of Undergraduate Studies, to carry a maximum of 21 credits of course work.

Suggested Academic Workload Guidelines

Students should be aware that academic excellence and scholastic achievement usually require a significant investment of time in study, research, and out-of-class projects. To provide guidance to students in planning their academic and work schedules, the following recommendations are offered:

1. In general, students should plan to devote between 2–3 hours outside of class for each hour in class. Thus, students with a 15 credits course load should schedule between 30–45 hours weekly for completing outside-of-class reading, study, and homework assignments.
2. Students who are employed more than 5–10 hours each week should consider reducing their course loads (semester hours), depending upon their study habits, learning abilities, and course work requirements.