Course Load
Full-time students who attend classes during the day usually enroll for 15 or 16 hours. To enroll for more than 18 hours in a semester, students must have the permission of the Registrar.

Registration
Newly-accepted freshmen and transfer students attend on-campus advising sessions, which are held prior to each semester. Current students receive registration materials in the mail prior to each semester which includes instructions for on-line registration in the Registrar/Academic Advising Center.

Late Registration Fee
Students who have not completed their registration process by the end of the second week of class may be assessed a Late Registration Fee of $100.00. Late Registration is at the discretion of the Registrar and Provost.

No Show Fee
Students who do not officially drop a class within the initial 10 business day add/drop period because of non-attendance and are administratively dropped from a class will be assessed a fee of $150.00 per class. For students officially dropping a class, either before the class starts or within the first two weeks of the class, there will be no charge. It is the responsibility of the student to drop the class on-line or deliver their drop/add slip to the Registrar.

Drop/Add
Students may add a semester-long course during the first week of the semester. Students must attend the first class meeting of any quadmester classes. Students may drop a course with no academic penalty up to the midpoint of the semester or quadmester (except where a breach of academic honesty warrants the failure of the course). If the student does not complete the course and has not dropped the course by the final date to drop, a grade of “F” will be given for the course. It is the responsibility of the student to drop and add courses on-line or in the Registrar/Advising Center and to verify that the changes that they have made have taken place on their record.

Financial penalties relating to dropping a class can be found in the Expenses and Financial Aid section of this catalog.

Withdrawal
A student may choose to withdraw from ALL OF THEIR COURSES in a particular semester because of personal or health reasons. The student must notify the Registrar in writing of his/her intent to withdraw by
completing a Withdrawal Form available in the Registrar/Academic Advising Center. The student will incur tuition charges according to the date of written notification of their withdrawal. Academic penalties will be incurred for any courses that are past mid-term at the time of withdrawal.

Students should contact the Admissions Office when ready to return to Aquinas College. Aquinas may require that the student provide a professional assessment by a qualified medical doctor or psychiatrist on their behalf depending on the reason for withdrawal.

Please note that if the Registrar receives notification that a registered student is no longer attending their classes and has made no Approved Arrangement with their instructors and the Registrar, the Registrar has the prerogative to immediately withdraw the student from Aquinas College. The student will be subject to all costs for tuition and must reapply for admission to the College.

The College realizes that on occasion, students may need to request an exception to the withdrawal policy. If the withdrawal was due to mitigating circumstances that were beyond the student’s control, the student has the opportunity to provide relevant documentation to support a request to remove academic penalties. Please see the Withdrawal form for instructions.

Please refer to the Expenses and Financial Aid Section of this catalog for a complete explanation of the Withdrawal Policy and the corresponding Financial Aid ramifications.

**Independent Study**

Students may independently pursue areas of study beyond the regularly scheduled courses. Each department offers this opportunity through courses 398 and 399. To register for one of these courses a student must first request an instructor to direct the project. If the instructor agrees, the student must entirely complete an Independent Study/Tutorial contract with that instructor, obtain the necessary signatures and take the contract to the Registrar/Academic Advising Center. If the signed contract is received in the Registrar/Academic Advising Center within two weeks of the beginning of the semester, the student may register for the course. Independent Study contracts may not be dropped after the first meeting day on the contract. These contracts are subject to approval by the Registrar and the Provost’s office.

**Tutorials**

From time to time students may for extenuating circumstances ask for a course to be taught as a tutorial. Courses should only be taught
as tutorials if the course is needed by the student and the course has either been canceled or does not appear in the schedule. Courses that have multiple sections offered should not be considered for a tutorial. A qualified instructor may agree to teach a tutorial with permission from the department chair. To register for a tutorial, a student must entirely complete an independent study/tutorial contract (including rational as to why it must be taught in this format), obtain the necessary signatures and take the contract to the Registrar/Academic Advising Center within the first two weeks of the semester or quadmester. Like Independent Study Contracts, Tutorials cannot be dropped after the first meeting date on the contract and are subject to review by the Registrar and Provost’s Office.

Credits

Credit-F Courses
Most courses are taken for a letter grade. However, a student who is enrolled in a course not in his/her major or minor may submit, during the first week of class only, a request to the instructor to be allowed to take the course on a credit/Failure basis. (Credit equals C– or higher) The instructor has the prerogative to grant or deny the request. Grades of “CR” (credit) count towards the 124 hours required for a degree but are not calculated in the GPA. Grades of “F” are failures and are calculated in the GPA. No more than eight courses taken for “CR” (credit) may be applied toward a degree.

Auditors
Most courses are open to auditors, who must be formally admitted to the College and must pay the tuition for auditing, which is half the regular per-course rate. Auditors are expected to attend all classes and participate in the assigned activities of the class. They may take all tests and submit assigned papers for evaluation, but they are not required to do so. Auditor status must be declared at the time of registration. In the event of limited registration, grade enrollees will be given preference.

Repeat Courses
A student may repeat a course only once, unless a further repetition is approved by the Provost. Each grade will be recorded on the student's transcript for every course taken, however, the last grade will be the grade recorded and used to calculate the GPA.

Additional Methods of Credit

Advanced Placement Credit (AP)
Aquinas participates in the AP program of the College Entrance Examination Board. The College will grant up to eight semester hours of credit for each AP examination if the student presents a minimum score
Appropriate exemption, placement, and acceptability of AP credit toward specific majors are evaluated by the academic department concerned. For information about AP, write: College Board Advanced Placement Examinations, Box 977, Princeton, New Jersey 08540.

**College-Level Examination Program (CLEP):**
Aquinas participates in the CLEP program of the College Entrance Examination Board. Aquinas will grant up to 30 semester hours of credit to those who achieve an acceptable score on the CLEP. Acceptability of examinations toward specific majors is evaluated by the academic department concerned. For information about CLEP, write: College-Level Examination Program, Box 1824, Princeton, New Jersey 08540.

**Credit by Examination and Evaluation**
If students believe they have had experience comparable to a course listed in this catalog for which students have not received transfer credit, they may apply for credit by examination. Student application for credit by examination requires a non-refundable $50.00* fee. If a student’s application for credit by examination is approved, the department chairperson is responsible for giving the examination and reporting the result to the Registrar/Academic Advising Center.

Any credit approved will be added to the student’s permanent record for a fee of $100.00* per credit hour granted. Credit acquired in this manner is not considered residency credit. Applications are available in the Registrar/Academic Advising Center in Hruby Hall.

*All fees are subject to change.

**Credit through Demonstration of Prior Learning Competency**
Students have the opportunity to demonstrate competency and college-level prior learning for general elective credit which, in some cases, may apply to a major or a minor. Students follow the Guidelines for Demonstrating Prior Learning. Copies of this document and an explanation of the process are available through the Registrar/Academic Advising Center. The Application for Demonstrating Prior Learning Competency may be submitted to the Registrar/Director of Academic Advising. The Registrar will determine whether or not to direct the application to the Prior Learning Competency Committee or to an academic department chairperson, if warranted. Student application for prior learning credit requires a non-refundable $50.00 fee. Any credit approved will be added to the student’s permanent record for a fee of $100.00 per credit hour granted. Credit acquired in this manner is not considered residency credit.

Some academic departments provide opportunities for demonstration of prior learning through examination only.
**Cumulative GPA**

Student cumulative GPA represents numerically the average of the letter grades students receive in course work. Each letter grade (as demonstrated in the grading chart) has a certain honor-point value.

Student cumulative GPA is calculated as follows:

number of semester hours as A x 4.0 =
number of semester hours as A– x 3.7 =
number of semester hours as B+ x 3.3 =
number of semester hours as B x 3.0 =
number of semester hours as B– x 2.7 =
number of semester hours as C+ x 2.3 =
number of semester hours as C x 2.0 =
number of semester hours as C– x 1.7 =
number of semester hours as D+ x 1.3 =
number of semester hours as D x 1.0 =
number of semester hours as D– x 0.7 =
number of semester hours as F x 0.0 =

The honor-point total divided by the total semester hours (excluding courses in which students received “credit”) gives the cumulative GPA.

**Progress toward the Degree Evaluation**

A student’s work in each course is evaluated by a letter grade and by the number of points earned.

**GRADE** | **HONOR POINTS** (per semester hour)
---|---
A = 4.0
A– = 3.7
B+ = 3.3
B = 3.0
B– = 2.7
C+ = 2.3
C = 2.0
C– = 1.7
D+ = 1.3
D = 1.0
D– = .7
F = 0
I = (Incomplete)

Graduation requires an Aquinas GPA of 2.000 and a cumulative GPA of 2.000.
A grade of C– or higher is required for GE101, GE103, GE170, GE201, GE202, GE270, language proficiency courses and mathematics proficiency courses. A grade of C– or higher is also required for each course within the major, unless specified otherwise by department. Students seeking a teaching certificate must earn a grade of “C” or above in all major, minor and education classes. All grades are recorded on an official transcript and are calculated in students cumulative GPA.

A grade of I (Incomplete) may be reported for student work if for some acceptable reason a small portion remains unfinished at the end of the semester. Unless the instructor has arranged otherwise, the grade of I automatically becomes F if the work has not been completed within the first eight weeks of the next regular session. Only in rare or exceptional cases can permission be given by the instructor to extend the date by another five weeks.

**Academic Progress, Probation, and Dismissal**

Students are placed on academic probation when it appears that their performance places their academic objectives in jeopardy. See “Academic Policies” section of this catalog for complete information.

**Honors**

First Honors, also known as the Dean’s List, are awarded to students who have a grade point average of 3.500 or above in a minimum of 12 hours or more of graded credit in any semester. See “Academic Policies” section of this catalog for complete information.

**Transcripts**

All transcripts of a student’s record are official transcripts bearing the seal of the College. Transcript requests should be directed to the Registrar/Academic Advising Center. Transcripts are not issued until the student has made a written request and has made satisfactory arrangements with the Student Accounts Office in regard to payment of all College bills and fines. The charge for a transcript is $7.

**Assessment Testing**

As part of our ongoing program review and accreditation efforts, students are occasionally requested to take part in surveys and assessment testing sponsored by the College. Because these efforts are vital to the College’s ongoing accreditation, students are expected to participate when selected to ensure the validity of the random samples. Results are viewed on an aggregate basis and students’ individual performances on these tests will have no bearing on their academic status.
Errors or Disputes
Inquiries regarding schedules should be referred to the Registrar and Academic Advising Center. Inquiries regarding charges should be referred to the Student Accounts Office prior to the due date of the invoice. While we are investigating, you may withhold payment for the amount in question; however, you are still obligated to pay the part of your bill not in question.

Tuition Refund Policy
Student must be in good financial standing (account paid in full or payment plan in place) before making registration changes. Drops and withdrawals can be made by contacting the Registrar and Academic Advising Center or the appropriate Graduate Office. Only students can initiate registration changes. Tuition refunds resulting from drops, schedule changes, or withdrawals will be based on the date of official notification in writing to the Registrar and Academic Advising Center.

Regular Traditional Students
Dropping a class or classes: Regular students will be charged the full time rate if they remain registered for 12 to 18 credits. Students have until 4:00 p.m. on the 10th business day of the semester/quadmester to drop a class without the potential of financial penalty. The 10th business day will always be the 2nd Friday of the semester/quadmester. Any course dropped after 4:00 p.m. on the 10th business day will be considered a late drop and could result in additional tuition charges.

Withdrawal from Individual Classes:
See Dropping a class or classes above.

Total Withdrawal from the College: The College assumes that a student beginning a semester intends to complete it. A student may choose to withdraw from all of their courses in a particular semester because of personal or health reasons. The student must notify the Registrar in writing of his/her intent to withdraw. Traditional full time students will do this by completing a Withdrawal Form, available in the Registrar/Academic Advising Center. The student will incur tuition charges according to the date of written notification of the withdrawal. Academic penalties will be incurred for any courses that are past midterm at the time of withdrawal. The refund schedule for students who complete a Withdrawal Form to withdraw from the College (all classes) is as follows:

Full-time Traditional Students in the 16-Week format only or 16-Week and 8-Week combination
- During the first two weeks of the semester 100% refund
- During the 3rd week of the semester 90% refund
- During the 4th week of the semester 75% refund
• During the 5th week of the semester 70% refund
• During the 6th week of the semester 60% refund
• During the 7th week of the semester 55% refund
• During the 8th week of the semester 50% refund
• After the 8th week of the semester Full charges apply

**Part-time Traditional Students in 8-Week Format Courses**
• During the first two weeks of the quad 100% refund
• During the 3rd week of the quad 60% refund
• During the 4th week of the quad 50% refund
• After the 4th week of the quad Full charges apply

Any inquiries regarding the withdrawal policy should be directed to the Student Accounts Office. Any student who feels that individual circumstances warrant exceptions from the established policy may direct an appeal letter with explanation to the Appeals Committee, Student Accounts Office.

**NOTE:** In the case of a financial aid recipient, the portion refunded may include monies that must be returned to the Federal Title IV programs. The College will use the Title IV refund policy to determine the portion that must be repaid to the Title IV programs. Any refunds otherwise due to a withdrawing student will be reduced by such Title IV refunds. Please reference the Financial Aid pages in this section for a complete description of the Title IV Refund Policy.

**All withdrawal forms must be turned into the Registrar’s Office by 4:00 p.m. on Friday. Any form received after 4:00 p.m. on Friday will be processed as of the following week.**

**Adult Students—Continuing Education, MM, ME, MAT, MSE**

**Dropping a class or classes:** Adult students have until 4:00 p.m. on the 10th business day of the semester/quadmester to drop a class for a full refund. The 10th business day will always be the 2nd Friday of the semester/quadmester. Any student who drops a course after 4:00 p.m. on the 10th business day is not entitled to a tuition refund.

**Withdrawal from Individual Classes:**
See Dropping a class or classes above.

**Total Withdrawal from the College:** The College assumes that a student beginning a semester intends to complete it. A student may choose to withdraw from all of their courses in a particular semester because of personal or health reasons. The student must notify the Registrar in writing of his/her intent to withdraw. Students will do this by completing a Withdrawal Form, available in the Registrar/Academic Advising Center. The student will incur tuition charges according to the date of written notification.
of the withdrawal. Academic penalties will be incurred for any courses that are past midterm at the time of withdrawal. The refund schedule for students who complete a Withdrawal Form to withdraw from the College (all classes) is as follows:

**Adult Students in 8-Week Format Courses**
- During the first two weeks of the quad 100% refund
- During the 3rd week of the quad 60% refund
- During the 4th week of the quad 50% refund
- After the 4th week of the quad full charges apply

**Adult Students in 16-Week Format Courses**
- During the first two weeks of the semester 100% refund
- During the 3rd week of the semester 90% refund
- During the 4th week of the semester 75% refund
- During the 5th week of the semester 70% refund
- During the 6th week of the semester 60% refund
- During the 7th week of the semester 55% refund
- During the 8th week of the semester 50% refund
- After the 8th week of the semester Full charges apply

Any inquiries regarding the withdrawal policy should be directed to the Student Accounts Office. Any student who feels that individual circumstances warrant exceptions from the established policy may direct an appeal letter with explanation to the Appeals Committee, Student Accounts Office.

Note: In the case of a financial aid recipient, the portion refunded may include monies that must be returned to the Federal Title IV programs. The College will use the Title IV refund policy to determine the portion that must be repaid to the Title IV programs. Any refunds otherwise due to a withdrawing student will be reduced by such Title IV refunds. Please reference the Financial Aid pages in this section for a complete description of the Title IV Refund Policy.

All withdrawal notifications must be received by the Registrar’s Office by 4:00 p.m. on Friday. Any notification received after 4:00 p.m. on Friday will be processed as of the following week.

**Refund of Balance on Account**
The Easy Refund card provides a choice of methods to receive financial aid or school refunds, including loan refunds. The choices include: an Easy Refund directly deposited into a OneAccount bank account or an electronic transfer to another bank account. Each student will receive an Easy Refund Card mailed to the home address of record. The instructions to make the refund choice are included with this mailing. The student is responsible
for choosing a refund method via the secure website. For additional information, visit www.aquinas.edu/studentaccounts or www.easyrefundcard.com.

FINANCIAL AID

Aquinas College financial aid programs are designed to help qualified students who might otherwise not be able to afford a quality private college education and to honor those students who deserve recognition for past academic or leadership success.

For the past five years, more than 80 percent of our full-time students have received some form of financial aid from the College and a wide variety of other sources. We encourage you to investigate the many programs designed to help you meet your educational expenses.

How to Apply—Title IV, Code Number 002239

Entering students seeking any form of financial assistance must complete the Free Application for Federal Student Aid (FAFSA), designating Aquinas College as recipient of the statement. Financial aid application forms may be completed online at www.fafsa.gov. Include a PIN for the student and for the parent. Preference will be given to students whose FAFSAs are submitted prior to February 15.

All students who apply for financial aid must first be admitted through the admissions procedure before any financial aid can be awarded. Incoming freshmen will be notified of their financial aid in April.

FEDERAL ASSISTANCE PROGRAMS

The College determines the amount and recipients of the awards granted under the following programs that are funded by the federal government.

Federal Pell Grant Program

This program, designed to be the base of all financial awards, grants assistance to eligible part-time or full-time students as determined by federal need analysis guidelines. All students who have not received an undergraduate baccalaureate degree are encouraged to apply. Life time limits to receive Pell funding are limited to 12 semesters.

Federal Supplemental Educational Opportunity Grant (FSEOG) This program was developed to assist only those students with financial need as determined by the standard need analysis procedure. The amount of assistance ranges from $400 to $4000 per year.
If the student does not meet the obligation to repay the loan, the lender will file a DEFAULT claim. The loan will become due and payable at that time. Collection activities may include legal action to take payments out of the student’s wages or salary. Default information will be reported to credit reporting services which could severely affect the student’s credit rating. The Internal Revenue Service may be notified to intercept his/her tax refund which will then be applied to the loan balance.

A student in DEFAULT is not eligible to receive other federal student aid. A college will not issue an academic transcript to any student in DEFAULT.

Payment Default
Payment of Title IV Funds (Pell, SEOG, Perkins Loan, CWS, Stafford Loan) may not be made to students who have defaulted on a Stafford Loan or Perkins Loan (National Direct Student Loan) at any school, unless they have made satisfactory repayment arrangements.

Refund Policy for Drops and Withdrawals
Drops and withdrawals can be made by contacting the Registrar/Academic Advising Center or the Graduate Offices. Only students can initiate registration changes.

Return of Title IV Funds/Institutional Refund Policy
If you withdraw from ALL classes AND receive financial assistance, you must contact the Financial Aid Office. We will discuss your rights and responsibilities concerning the College’s refund policy. Aquinas College’s federal refund policy conforms to Section 668.22 of the Higher Education Amendments of 1998. Students who are withdrawing from all classes and are receiving Title IV funds (Pell Grant, SEOG, Stafford/Perkins/PLUS Loan funds) will be subject to the refund policy. This policy applies to students who withdraw or are expelled. The refunds for these students are determined according to the following policy:

The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: unsubsidized and subsidized Stafford Loans, Federal Perkins loans, PLUS loans, Federal Pell Grants and Federal SEOG.

Student’s withdrawal date is:

1. The date the student began the institution’s withdrawal process or officially notified the institution of intent to withdraw in writing.

2. The midpoint of the period for a student who leaves without notifying the college.
3. The student’s last date of attendance at a documented academically related activity.

Student’s withdrawal eligibility:

1. Refunds will be prorated on a per diem basis on the calendar up to the 60% point in the semester. Beyond the 60% point there is no refund. A copy of the worksheet used for this calculation can be requested in the Financial Aid Office.

2. Students withdrawing within the first 10 business days of the semester/quadmester will receive 100% refund.

3. Refunds and adjusted bills will be sent to the student’s home address following withdrawal.

4. There are no refunds for independent study classes.

5. In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order:
   - Unsubsidized Stafford loan
   - Subsidized Stafford loan
   - Federal Perkins loan
   - Plus loan
   - Federal Pell Grant
   - Federal SEOG
   - Other Title IV funds
   - Other State, private, and Aquinas College funds
   - Student

6. Institutional and student responsibilities in regard to the return of Title IV funds:

   Aquinas College responsibilities include:
   • Providing each student with the information given in this policy;
   • Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
   • Returning any Title IV funds that are due the Title IV programs.

   The student’s responsibilities include:
   • Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

Note: The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.
If you believe that your individual circumstances warrant that your charges or refund should be determined in a manner other than the published policy, or you would like examples of the refund policy, contact the Student Accounts Office.

To qualify for a refund, it is essential to follow official add, drop, and withdrawal procedures (students enrolled full time, 12 semester hours minimum in the semester long format, are requested to complete a withdrawal form available in the Registrar/Academic Advising Center located in Hruby Hall).

Tuition refunds resulting from drops and withdrawals will be based on the date of official notification in writing to the Registrar/Academic Advising Center.

The definition of a “full-time” regular student is: (1) traditional age students (Program type “R” for Regular) and (2) registered for a minimum of 12 semester hours in a semester. A student with a program type of “R” will be considered “full-time” as of the 15th calendar day of the semester, regardless of schedule changes, and will be charged the package rate for all credit hours between 12 and 18. Credit hours in excess of 18 will be charged on a per credit-hour basis.

When a less than “full-time” regular student increases their credit hour load during the semester to 12 or more semester hours, they will then be considered a “full-time” student and will be charged at the package rate for the semester.

**Drops**
All students have until 4:00 p.m. on the 10th business day of the semester/quadmester to drop a class for a full refund. The 10th business day will always be the 2nd Friday of the semester/quadmester. Any course dropped after 4:00 p.m. on the 10th business day will be charged at the full tuition rate. Tuition refunds resulting from schedule changes will be based on the date of official notification by the student in writing to the Registrar/Academic Advising Center.

**Withdrawals**
The College assumes that a student beginning a semester intends to complete it. Any student who wishes to withdraw from the College or from the semester must inform the appropriate administrative offices by completing a withdrawal form. The withdrawal form is available in the Registrar/Academic Advising Center. Please refer to the Expenses Section for tuition refund schedule. Title IV funds will be prorated for a complete withdrawal.
Appeals by those students who feel that individual circumstances warrant exceptions from the established policy should be made in writing to the Appeals Committee, Student Accounts Office.

All students at Aquinas will have Title IV funds adjusted to their accounts if they withdraw from all courses according to the following scale:

### 8-WEEK FORMAT

- During the first two weeks: 100% refund
- During the 3rd week: 60% refund
- During the 4th week: 50% refund
- After the 4th week: Full Title IV Funds remain

### 16-WEEK FORMAT

- During the first two weeks: 100% refund
- During the 3rd week: 90% refund
- During the 4th week: 75% refund
- During the 5th week: 70% refund
- During the 6th week: 60% refund
- During the 7th week: 55% refund
- During the 8th week: 50% refund
- After the 8th week: Full Title IV Funds remain

**Repayments**

For purposes of repayment, financial aid funds are applied to a student’s account in the order of grants, scholarships, and then student loans. If funds have been released to a student due to a credit balance on his/her account, they are released in the order of student loans, scholarships, and then grants.

**SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID**

It is the policy of Aquinas College to provide financial aid to students who meet the normal academic standards established by the College and who are making adequate progress toward their degree requirements. Satisfactory academic progress for financial aid requirements shall be defined according to the tables displayed within these guidelines.

**Evaluating Progress**

Academic progress is evaluated at the end of each academic year to determine a student’s financial aid eligibility for the following academic year. At the time of evaluation, if a student is noted as not making progress, she/he will be placed on satisfactory progress probation for one academic
year. By the end of this probationary academic year, the student must meet the stated cumulative hours requirement of that academic year as defined within the tables. Should the student fail to meet the required number of hours, she/he will no longer be eligible for financial assistance for the following academic year.

**Measurement of Progress**

Academic progress is defined in terms of the number of credit hours a student has earned at Aquinas College in relation to the number of years in attendance. The following tables demonstrate the minimum requirements a student must meet in order to remain in good standing.

**SATISFACTORY ACADEMIC PROGRESS—TABLE #1**

After this number of academic years in attendance:

<table>
<thead>
<tr>
<th>Years</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>16</td>
<td>40</td>
<td>68</td>
<td>96</td>
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</tr>
<tr>
<td>Hours</td>
<td>8</td>
<td>20</td>
<td>34</td>
<td>48</td>
<td>63</td>
<td>78</td>
<td>93</td>
<td>108</td>
<td>124</td>
</tr>
</tbody>
</table>

NOTE: Academic progress is measured against a normal maximum of five (5) academic years as a full-time student. For the part-time student, progress is measured against a maximum time frame of nine (9) academic years.

1. An academic year equals two (2) semesters plus summer sessions in which a student enrolls during the summer directly following the academic year under review.

2. A semester in which a student is enrolled for less than six (6) hours will not be counted when determining academic progress.

3. A full-time student is one who is enrolled for at least 12 hours per semester. A part-time student is one who is enrolled not less than six (6) hours but not more than 11 hours per semester.

4. The student’s academic progress will be measured against her/his EARNED HOURS.

5. CLEP hours are not included in the measurement of EARNED HOURS.