



Academic Regulation Policy

Internal Policy 01.03

POLICY/PROCEDURE

1. Classification of Students

An undergraduate student is classified according to the following:

Freshman:	0 – 29 hours
Sophomore:	30 – 59 hours
Junior:	60 – 89 hours
Senior:	90 – completion of degree requirement

Classification for academic purposes shall be based solely on scholastic progress as shown by the official records in the Office of the Registrar. Some schools may choose to identify particular student groups in cohorts. If a cohort is used, the following must be submitted to the Office of the Registrar to create the cohort:

- An 8 character identifier for the group
- A description of the group
- Must be submitted at time of admission

If a cohort is used, it is the responsibility of the School to notify the Office of the Registrar to make the appropriate changes to the student record.

2. Semester Credit Hour

Per the Department of Education standards, a *full time student* is defined as an enrolled student who is carrying a full-time workload (other than correspondence) as determined by the institution under standard applicable to all students enrolled in a particular educational program. The student's workload may include any combination of courses, work, research or special studies that the institution considers sufficient to classify the student as a full-time student. However, for an undergraduate student, an institution's minimum standard must equal or exceed one of the following minimum requirements:

- 12 semester hours or 12 quarter hours per academic term in an educational program using a semester, trimester or quarter system.
- 24 semester hours or 36 quarter hours per academic year for an educational program using credit hours but not using a semester, trimester or quarter system, or the prorated equivalent for a program of less than one academic year.
- 24 clock hours per week for an educational program using clock hours
- In an educational program using both credit and clock hours, any combination of credit and clock hours where the sum of the following fractions is equal to or greater than one.

Graduate – The student’s workload may include any combination of courses, work, research or special studies that the institution considers sufficient to classify the student as a full-time student.

Undergraduate – However, for an undergraduate student, an institution’s minimum standard must equal or exceed one of the following minimum requirements:

- 12 semester hours or 12 quarter hours per academic term in an educational program using semester system

Texas Tech University Health Sciences Center currently uses the following to determine enrollment status for students:

Classification	Enrollment Status	Fall / Spring	Summer
Undergraduates	Full Time	12 +	12 +
	¾ Time	9, 10, 11	9, 10, 11
	½ Time	6, 7, 8	6, 7, 8
	LT ½ Time	1, 2, 3, 4, 5	1, 2, 3, 4, 5
Graduates	Full Time	9 +	6 +
	¾ Time	6, 7, 8	4, 5
	½ Time	5	3
	LT ½ Time	1, 2, 3, 4	1, 2
Graduate - SHP First and Second 8 week terms	Full Time	6+	6 +
	¾ Time	4, 5	4, 5
	½ Time	3	3
	LT ½ Time	1, 2	1, 2
Pharmacy	Full Time	9 +	6 +
	¾ Time	6, 7, 8	4, 5
	½ Time	5	3
	LT ½ Time	1, 2, 3, 4	1, 2
Medicine	Full Time	1	1
	¾ Time	NA	NA
	½ Time	NA	NA
	LT ½ Time	NA	NA

3. Drop and Withdrawal Designations

Withdrawal (W) – Complete withdrawal from the university. A grade of W will be recorded for each class. Students must withdraw by the last date to withdrawal on the school academic calendar.

Drop (DG-Undergraduate/DW-Graduate) – Dropping a course by the last day to drop while still remaining enrolled for the semester.

Dropping a course. All course drops are the responsibility of the student. If a student stops attending a class but fails to drop the course, they will receive a grade of F and the grade will become a permanent part of their academic record. (Please see Grading Policy for appeal process.)

Beginning with the fall 2007 academic term, and applying to students who enroll in higher education for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education. For example, if a student attended another public four year institution and dropped one course prior to enrolling at Texas Tech University Health Sciences Center, that student has five course drops remaining prior to graduation. Students wishing to drop a course must contact their program advisor to determine best course of action.

Exclusions from the rule governing course drops are as follows:

- A two-week period of student-initiated drop/add at the beginning of each semester allows student to drop a course without the drop counting against their limit of six drops. The student-initiated drop/add period is noted on the academic calendar available on the school's individual website.

Students who find it necessary to withdraw completely from the university before the withdrawal deadline near the end of the semester will not have the dropped courses counted against their six course limit.

Aside from the exceptions noted above, students will not be permitted to drop more than six courses during their undergraduate academic career unless they can show good cause, including but not limited to demonstrating one or more of the following:

- Severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
- Student responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
- Death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be evidence of good cause.
- Change of the student's work schedule that is beyond the control of the student and affects the student's ability to satisfactorily complete the course.
- Students who have dropped the maximum number of courses and believe they have good cause to drop an additional course should petition their academic dean.

4. Administrative Holds

Failure to meet certain university obligations may result in an administrative hold being placed on a student's access to such university procedures as registration, release of transcripts and course add/drops.

Administrative holds may be placed on a student's record until resolution of problems, including, but not limited to, an outstanding debt to the university, disciplinary action, academic suspension, incomplete admission forms or substandard test scores. It is the student's responsibility to get the hold released, which can be accomplished by meeting the requirements of the department placing the hold. Status of holds on student records may be viewed in webraider.

5. Enrollment Reporting

The TTUHSC Registrar's Office submits enrollment files to the National Student Clearinghouse at the beginning of each semester. Thereafter, enrollment will be submitted at least every 60 days as required by [federal regulations](#).

Please contact the Registrar's Office with any questions related to enrollment reporting.