Policy AC030: Registration Time Status Reporting

Recommended for Approval by:

Dr. Scott E. Miller, VP for Academic Affairs and Provost,
Pennsylvania Western University

Approved by:

Dr. Dale-Elizabeth Pehrsson, President,
Pennsylvania Western University

Effective Date: 07/01/2022

A. Intent

To define the time status for students taking various levels of credits in a given semester for federal and financial aid reporting purposes.

B. Definition(s)

Not Applicable.

C. Policy

The following is the level of credit hours that determines the time status equivalents for undergraduate students during a semester:

- 0.01 to 5.99 credit hours is considered less than half time
- 6.00 to 8.99 credit hours is considered half time
- 9.00 to 11.99 credit hours is considered three-quarter time
- 12.00 or more credit hours is considered full time.

The following is the level of credit hours that determines the time status equivalents for graduate/doctoral students during a semester:

- 0.01 to 4.49 credit hours is considered less than half time
- 4.50 to 5.99 credit hours is considered half time
- 6.00 to 8.99 credit hours is considered three-quarter time
- 9.00 or more credit hours is considered full time.
D. **Procedure(s)**
   Not Applicable.

E. **Related policies**
   Maximum Credit Hour Policy (AC050)

F. **Contact Information**
   For additional information, please contact the Office of the Registrar.

G. **Policy Review Schedule**
   All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.