

## Graduate Full Time/Part Time Status General Academic Proposal/Policy Cover Sheet

### General Catalog Information

### \*\* Read before you begin \*\*

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

**Topic\*** Graduate Full Time/Part Time Status

- Are you Proposing:\***
- New academic policy or regulations .
  - Change academic policy or regulations .
  - Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

**Policy\*** Full-Time/Part-Time Status

For academic and financial aid purposes, a graduate-level student must be registered for at least ~~nine (9)~~ **six (6)** credit hours per semester to be considered full-time. ~~Graduate-level students~~ **Graduate-level students registered for fewer than 6 credit hours per semester are considered part-time for academic purposes. To be eligible for financial aid a student must be** registered for ~~fewer than nine (9) credit hours per semester are considered part-time~~ **a minimum of three (3) credits per semester. See the financial aid section of the catalog. (link to financial aid)**

**Hierarchy Owner\***

Longwood University

Longwood University

### **BACKGROUND**

**Provide a brief statement**

Graduate level students are often part-time and do not qualify for financial aid

**describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal\***

(which at the graduate level is generally only loans). Part-time status at the graduate level can be due to personal situation (working, caregiver, finances) or due to the way a program is offered. Some Longwood graduate programs can only be taken part time.

In addition, two Longwood graduate programs are moving to a delivery model that provides six, seven-week parts-of-term per year. Two within each of the three semesters. If a student only takes one, three-credit course within a semester, he or she would not be eligible for aid under our current definition of full time and part time. Our work with Academic Partnerships as an advisory body for best practice with this delivery model and student demographic, has identified an opportunity to decrease barriers to advanced study for all graduate students by increasing their access to financial aid (loans).

## **SUMMARY**

**Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy\***

Change the definition of full time to 6 credit hours and part time to 3 or more:

For Academic and financial aid purposes, a graduate-level student must be registered in at least six (6) credit hours per semester to be considered full-time. To be eligible for financial aid a student must be registered for a minimum of three (3) credits.

## **RATIONALE**

**Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed\***

This topic has been discussed by a committee consisting of financial aid, registrar, student accounts, CGPS and MBA program representatives. All are in agreement that implementation of this policy is achievable and reasonable. While state graduate aid requires a full time status of 9 credit hours, graduate students at Longwood do not typically qualify for or seek state aid and can still do so if they choose to enroll in 9 hours.

Federal guidelines allow each university to set its own enrollment status parameters and do not specify a minimum standard for graduate level.

<https://ifap.ed.gov/fsahandbook/attachments/1819FSAHbkVol1Master.pdf> ""Your school defines a full-time workload, but it must meet the minimum standards in the FSA regulations. The definition of full time for FSA purposes can differ from that used for other purposes at your school, such as the definition used by the registrar's office. Your definition of a full-time workload for a program must be used for all students in that program and must be the same for all FSA-related purposes, including loan deferments."

"The regulations specify a minimum standard for undergraduate students but

not for graduate students." (pg. 1-20)