



## The American University of Kurdistan Policy of Undergraduate Student Course Load

Policy Number: AS024  
Effective Date: June 15, 2021

1. **Policy:** This policy defines the standards, eligibility criteria, and academic requirements governing undergraduate student course load at The American University of Kurdistan (AUK). The University is committed to fostering student success, timely degree completion, and balanced academic engagement by regulating the minimum and maximum number of credit hours students may enroll in each semester. All regulations pertaining to student course load shall be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be communicated openly to the University community, published on the AUK website, and reviewed periodically to ensure continued relevance, academic integrity, and alignment with AUK's mission, institutional objectives, and curricular frameworks. All members of the AUK community are required to comply fully with policies approved by the AUK Board of Trustees (BoT).
  - a. **Purpose:** The purpose of this policy is to establish an acceptable limit for credits to be taken during each semester to apply toward degree requirements for full-time studies based on the student's overall performance at the AUK.
  - b. **Scope:** This policy applies to all undergraduate students, Office of Provost, Admissions and Registration Department (ARD), Academic Advisors, Department Chairs, College Manager/Coordinator/Assistant and College Deans.

### 2. Definition of Terms:

**Academic Catalog:** The University's official publication of academic policies and procedures, programs of study, and course offerings for a particular academic year.

**Academic Probation:** Academic Probation is an academic status that can be assigned to students who are not making satisfactory progress toward completing his or her degree.

**Academic Year:** Begins in August with the fall semester, continues through the spring semester and concludes with the summer session.

**Bachelor's Degree:** A bachelor's degree is an undergraduate academic degree awarded after completing a program of study, typically of a minimum of 120 credit hours.

**Credit Hour:** A unit of measurement equating to 750 minutes of faculty-led instruction per semester, the equivalent of an hour (50 minutes) of instruction and a minimum of 2 hours of out of class per week over the entire term.

**Cumulative GPA (cGPA):** The overall grade point average across all credit-bearing courses taken at an institution.

**Grade Point Average (Semester):** The average of grade points earned in a given semester, calculated by dividing total grade points by credit hours attempted for GPA purposes. Grades such as W, I, P, and IP are excluded from the calculation.

**Full-time Students (Undergraduate):** Undergraduate students enrolled for 12 or more semester credits hours.

**Part-time Students (Undergraduate):** Undergraduate students enrolled in fewer than 12 credit

hours per semester

**Scholarship:** Tuition assistance based on merit or financial need

**Semester (Spring & Fall):** A semester is defined by 2,250 minutes of instructional time for each 3-credit course. The total duration typically spans 16 to 18 weeks, depending on holidays, weather-related closures, or other scheduling adjustments.

**Student Records:** Pertains to the content and the confidentiality of academic records, access to academic records, academic transcripts, other academic records, non-academic student records, and the Student Information System (SIS).

**Summer Session:** An academic term offered between the spring and fall semesters. It is typically shorter than regular semesters, lasting approximately eight weeks.

**Transcript:** Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by students and the grades received in each course.

### 3. Responsibilities:

- a. **Issuing Unit:** The Provost's Office holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
- b. **Other Stakeholders:** ARD, Academic Advisors, Department Chairs, College Manager/Coordinator/Assistant and College Deans.

### 4. Procedures

#### Credit Hour Standards and Courseload Regulations

The University defines a standard student course load as an average of 15 or 16 credit hours per semester, which is required to keep students on track for graduation within the standard time frame as outlined in the respective program's study plan. Enrollment beyond this standard is considered a course overload and requires prior approval.

- Students seeking to enroll in more courses than the standard course load must complete the Student Course Overload Form (see Section 6: Related Documents) and ensure they meet all applicable eligibility requirements.
- Students are responsible for submitting the completed form to the ARD, which shall verify the accuracy and completeness of the information before forwarding it to the designated signatories.
- It is the student's responsibility to ensure that the form is routed sequentially to the Academic Advisor, Department Chair, and Dean of the College for review and approval.
- Upon approval, the College Manager/Coordinator/Assistant shall return the form to the ARD, which will record the approved course overload in the student's academic record.
- If approved, the additional course(s) will be reflected in the student's record and schedule and may be viewed through the student self-service system. If the request is denied, the College Manager/Coordinator/Assistant will notify the students by email.

Students may appeal the Dean's decision to the Provost, whose decision shall be final and binding.

#### All provisions governing credit hour regulations and student courseload shall be aligned with the following requirements

- As defined above (Section 2), one credit hour corresponds to approximately three hours of total weekly student workload. (50 minutes of direct faculty instruction & minimum 2 hours out of class). Semester totals:
  - 1 credit = 750 minutes faculty lead instruction hours + 1500 out of class hours
  - 2 credits = 1500 minutes faculty lead instruction + 3000 min out of class

- 3 credits = 2250 minutes faculty lead instruction + 4500 min out of class
- 4 credits = 3000 minutes faculty lead instruction + 6000 min out of class
- This standard applies equally to the summer session; however, due to the compressed timeline, the weekly student workload is proportionally higher to ensure that all instructional and out-of-class hour requirements are met. Courses required for degree completion are not guaranteed to be offered during the summer session
- Fall and Spring are the main required terms for full-time study and continuous enrollment, while summer session is optional.
- In documented cases of medical or extenuating circumstances, students may appeal to the University ARD to maintain full-time status while taking fewer than 12 credit hours.
- Full-time undergraduate students with a cGPA below 2.0 is not allowed to enroll in over 12-13 credit hours and may not be eligible to participate in university extracurricular activities requiring substantial commitment outside the classroom.
- Students with good academic standing cGPA above 2.0 may register for up to 15-16 credit hours in any regular semester (Fall and Spring semester) without special approval.
- Students requesting approval to enroll for a maximum of 19 credit hours in any regular semester (Fall and Spring), must have a cGPA of 3.3 or higher and must receive written permission by filing the Course Overload Form.
- Students are permitted to enroll in fewer than 12 credit hours and be classified as part-time in exceptional circumstances; this status will prolong their time-to graduation and affect their scholarship awards.
- Students who are expected to graduate may register for a maximum of 19 credit hours in their last regular semester with the following conditions:
  - Maintained good academic standing (minimum cGPA of 2.0).
  - Courses needed to complete their degree are all offered in the student's graduation semester.
  - Must receive written permission from the College Dean by filing the course overload form.
- During the summer session, students may register for a maximum of 7 credit hours if they have a cGPA equal or above 2.0; students who have cGPA above 3.3 may register for 10 credit hours maximum.
- Full-time undergraduate students who are expected to graduate after the summer session may register for 10 credits with the following conditions:
  - Maintained good academic standing (minimum cGPA of 2.0).
  - Courses needed to complete their degrees are all offered in the student's graduation semester.
  - Must receive written permission from the College Dean by filing the course overload form.
  - Students with a cGPA below 2.0 cannot register for summer courses, except for the Internship. The only exception is for students who will graduate in the summer term and can mathematically raise their cGPA to 2.0.

## 5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
<b>Policy Revision Announcement</b>	Provost Office	March, 2026	University website, email	Announce the revision of the policy, assessment metrics, and objectives.
<b>Feedback Collection</b>	Provost Office	March,	Surveys, suggestion	Gather feedback from the University community on the

		2027	boxes, email	policy's effectiveness, challenges, and areas for improvement.
<b>Periodic Reviews and Updates</b>	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures annually or as necessary to ensure continued relevance and compliance.

**6. Related Documents**

- [Course Overload Form](#)
- [Policy of Conferring of Degrees](#)
- [Policy of Scholarship](#)
- [Policy of Probation & Dismissal](#)
- [Policy of Student Grievance](#)

**7. Ways to Measure Success**

- Any student who registers for a course overload must have obtained all required approvals as per the policy, and the overload approval form is documented in the student's file.
- Time to Degree Completion – Measures the average duration students take to complete their respective academic program's required course load, indicating the extent to which students finish their degree within the expected timeframe.

**8. Policy History**

- a) **Approved by:** Board of Trustees
- b) **Adopted:** June 15, 2021
- c) **Revised:** February 25, 2026