

Classification of Students

Policy Owner: Office of the Registrar	Effective Date:	August 2013
Point of Contact: Registrar	Version #:	Formerly ARSA 4.07 This version 2/26/13

Affected Organizations (<input checked="" type="checkbox"/> all that apply):	Affected Stakeholders (<input checked="" type="checkbox"/> all that apply):
<input type="checkbox"/> Enterprise	<input type="checkbox"/> Faculty
<input checked="" type="checkbox"/> University	<input type="checkbox"/> Staff
<input type="checkbox"/> Health System	<input type="checkbox"/> All Employees
	<input checked="" type="checkbox"/> Students
	<input type="checkbox"/> Other: <input type="text"/>

Policy Statement

Include a clear, concise statement of the policy addressing the following: What is expected, when the policy applies, and any major conditions or restrictions that apply.

Undergraduate students at Augusta University ("AU") are classified based on the number of academic credit hours earned: Freshman, less than 30 hours; Sophomore 30-59 hours; Junior 60-89 hours; Senior 90 or more hours.

Reason for Policy

Include a clear, concise statement of the reason this policy is needed addressing the following: the overarching basis for the policy, what those involved need to do (but not procedures), the problem or conflict the policy is designed to resolve, and any legal or regulatory reasons for policy.

Definitions [If Necessary]:

 These definitions apply to terms as they are used in this policy:

Include any terms used in the document (try to keep definitions the same as in other policies), unfamiliar or technical terms, or terms that have specialized meaning in this policy. Please list terms alphabetically.

- **Freshman**—A student who has earned fewer than 30 academic credit hours.
- **Sophomore**—A student who has earned 30-59 academic credit hours.
- **Junior**—A student who has earned 60-89 academic credit hours.
- **Senior**—A student who has earned 90 or more academic credit hours.

Process/Procedures

Insert the departmental website address where the procedures used to support this policy are located so that those affected by the policy clearly understand what they must do to comply and what your departmental processes are.

The Office of the Registrar maintains records of academic credit earned by AU students, and assigns each undergraduate student to an academic classification based on the number of academic credit hours earned.

The number of calculated academic credit hours includes institutional credit hours, as well as all transfer credit hours and credit for prior learning. Transfer credit and credit awarded for prior learning must be accepted by AU in order to count as credit toward graduation or to have an impact on student classification.

Forms/Related Documents

Identify the form(s) which must be used to comply with the policy; explain the purpose of each form; provide a hypertext link to each form; please list the forms alphabetically.

n/a

Appendices

Optional (include only if needed). Use this section to cite the location of lengthy or complex references that applies to a few people.

Credit by Examination Policy (Link will be needed after policy library is populated.)

Transfer Credit Policy (Link will be needed after policy library is populated.)

Approving Officer's Name(s)	Ricardo Azziz, MD, MPH, MBA
Signature(s)	
Title(s)	President, Georgia Regents University and CEO, Georgia Regents Health System
Date of Approval	

To be used by the Office of Compliance

Assigned Policy Number:	3.3.7
Policy Website Address:	
Revision History:	
Next Review Date: (3 years from approval)	