

Connecticut State University System

*Developing a State of Minds*

BR#03-05



RESOLUTION

concerning

AUTHORITY TO DEFINE STUDENT STATUS

in the

CONNECTICUT STATE UNIVERSITY SYSTEM

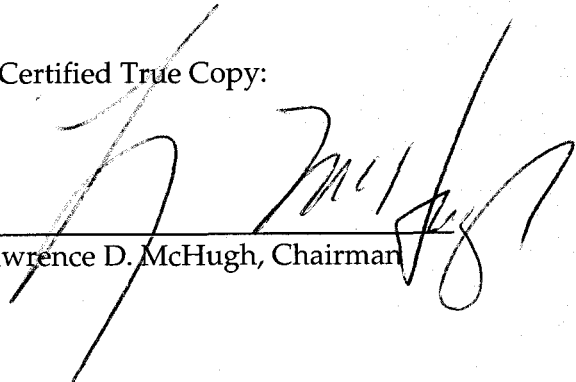
March 7, 2003

WHEREAS, There is a need for uniform reporting of enrollment data from each university in the Connecticut State University System, therefore be it

RESOLVED, That Board Resolution 79-93 be repealed, and be it further

RESOLVED, That the Chancellor of the Connecticut State University System shall continue to have the authority to issue definitions of student status to ensure appropriate designation in such reporting,

A Certified True Copy:

  
Lawrence D. McHugh, Chairman

**CONNECTICUT STATE UNIVERSITY SYSTEM**  
**DEFINITIONS OF STUDENT STATUS**

Pursuant to the authority in this resolution, the following definitions of Student Status are issued, effective Fall semester 2003:

1. Undergraduate students accepted as degree candidates by the Admission Office who are enrolled for 12 or more semester hours in a semester shall be full-time in that semester.
2. Undergraduate students accepted as degree candidates by the Admission Office who are enrolled for less than 12 semester hours per semester shall be classified as full-time only if they meet any of the following conditions<sup>1</sup>:

Students who in order to meet curriculum requirements published in the University's catalog are restricted from taking a full load (e.g. nursing clinical experience, student teaching) during a particular academic semester. This programmatic exception should be for a given semester only<sup>2</sup>.

Students who but for certain exigencies would be enrolled for 12 hours or more. Examples are students with disabilities, students with debilitating injuries or illnesses, or students involved in temporary family problems. The nature of the exigency must be established by the student to the satisfaction of student affairs personnel.

3. All other undergraduate students not described in paragraphs 1 or 2 above shall be classified as Part-time.
4. Graduate students accepted as degree candidates by the regular graduate admissions process and are enrolled for nine or more semester hours per semester shall be full-time students.
5. Full-time graduate assistants are those graduate students who have been accepted by the regular graduate admissions process, who have been assigned a research, instruction or laboratory load determined by the campus president or his authorized representative to be the equivalent of 6 or more credit hours per semester, and who in addition are registered for 6 or more semester hours of academic course work per semester. All such students shall be classified as full-time.
6. Graduate students who have been accepted by the regular graduate admissions process, who have been assigned a research, instruction, or laboratory load which is determined by the campus president or his authorized representative to be the equivalent of less than 6 credit hours per semester shall be classified as full-time or part-time students in accordance with the instructions in subparagraphs a and b:

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<sup>1</sup> Exceptions regarding insurance and housing should be handled administratively and not through this policy.

<sup>2</sup> It is recommended that faculty officially assign at least 12 semester hours for programmatic requirements. In the case of Cooperative Education, students should be assigned a credit load based on the hours they are working.

- a. Such graduate assistants who are registered for 9 or more semester hours of academic course work per semester shall be full-time.
- b. Such graduate assistants who are registered for less than 9 semester hours of academic course work per semester shall be part-time students.

**ITEM**

Policy Regarding the Authority to Define the Student Status

**BACKGROUND**

The current policy regarding authority to define the status of students was adopted in 1979; definitions pursuant to that were issued by the Executive Director of the Connecticut State Colleges and have not been revised since that time. Definitions at that time referred to credit load and General Fund and Extension Fund tuition and fees to indicate full-time and part-time status of undergraduate and graduate students. It also included certain exemptions in defining student status that allowed students to be classified as full-time even though they were enrolled for less than a full-time credit load.

In order to have a more systematic reporting mechanism, a committee comprising representatives from the four universities, the System Vice Chancellor for Academic Affairs and System Chief Financial Officer convened a committee in November 2002 to review the current definitions and make recommendations to the CSU Chancellor.

**ANALYSIS**

The committee discussed the various components of the definitions and exceptions. It became evident that in employing some of these exemptions, policy was separated from procedure. The granting of federal financial aid is based on the number of credit hours for which a student was enrolled, not full-time or part-time status as defined by a university: the student enrolled for six hours and paying full-time tuition would only receive a grant to cover half of the tuition—thus penalizing the student. For the exception regarding academic requirements (e.g., clinical work or student teaching), the committee recommended that faculty consider making this semester-long requirement the equivalent of at least 12 hours to reflect full-time credit. For service learning, such as Cooperative Education, the committee recommended that the credit load reflect the number of hours worked such that a student working 35-40 hours a week would receive an equivalent of 12 credit hours and be considered full-time; fewer hours worked would result in an adjusted credit load and the student classified as part-time unless he/she enrolled for additional courses. The exception regarding students with disabilities was maintained. The definitions for graduate students were recommended to be unchanged.

The Chancellor is prepared to follow the recommendations of the committee in issuing a new set of definitions of student status. If the resolution empowering him to do so is approved, the Chancellor will promulgate the definitions attached to this staff report.

The Academic Affairs Committee and the Student Life Committee met jointly on February 26, 2003 to review the definitions.

**CHANCELLOR'S RECOMMENDATION**

Approve the policy regarding the authority of the Chancellor to issue definitions of student status in the Connecticut State University System.