



Alcorn
State University

Policy Directory

Responsible Division: Academic Affairs

Responsible Office: Graduate Studies

Issue/Revision Date:

Policy Title: Course Load

Policy: *The Graduate School policy on Course Load* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate School Graduate Council to ensure consistent standards across Graduate programs.

COURSE LOAD

When a student enrolls in courses for credit, a credit load of nine to twelve (9-12) hours is considered full-time for either the fall or spring semester. The maximum load for either Summer I or Summer II session shall be six semester credit hours. Graduate students employed by the university are allowed to enroll in a maximum of 6 semester hours per term. A Remission of Fee form must be completed, signed by the employee's supervisor and submitted to the Office of Graduate Studies for approval. Following approval, the Remission of Fee Form must be submitted the Business Office with an attached course schedule for the respective semester/term. An official copy is also maintained on file in the Office of Graduate Studies with the student's attached course schedule.

COURSES AT OTHER INSTITUTIONS

Students in attendance in graduate school at Alcorn State University who wish to take courses at another accredited institution may do so providing they have obtained permission from the academic advisor, the chair of the appropriate department or the school dean. Any course taken elsewhere will be considered as part of the total credits allowable for that semester at Alcorn State University. Students must earn a B or better on the course work. A Transfer of Credits form must be approved by the department and submitted to the Graduate School for approval in order to count these hours toward curriculum credit.

CREDITS TOWARD A GRADUATE DEGREE

A schedule of classes is published each term by the Office of Student Records. Graduate students should plan schedules with their academic advisor prior to registration, based on the courses listed on the Degree Plan. Graduate degree credits must be earned through instruction provided by Alcorn State University graduate faculty. Credit hours range from a minimum of 30 semester hours to 60 hours for a master's degree and 39 hours must be earned for the specialist degree.

Typically, courses with the designation of 500 are master's level courses and courses 600 level or higher are usually Specialist level courses. No undergraduate level courses are approved for credit at the graduate level. Students planning to take undergraduate courses must transition to be admitted through

Undergraduate Admissions. Prerequisites must be graduate level to satisfy a department's requirement of prior knowledge and preparation for the program of admission.