

# PROGRAM AND COURSE LEVELS

## Programs

- **"Undergraduate"** includes students who have not earned a Bachelor's degree
- **"Graduate"** includes university/college graduates who are completing courses at the masters-level
- **"Doctoral"** includes students who have earned a master's degree and who are pursuing doctoral-level courses

## Classification

Undergraduate students are classified according to the credit hours they have accumulated.

Semester Hours	Classification
0-27.99	Freshmen
28-59.99	Sophmores
60-89.99	Juniors
90 or more	Seniors

## Course Numbers

- **000-099** No credit (not applied to graduation) and/or pre-university courses
- **100-199** Freshman level
- **200-299** Sophomore level
- **300-399** Junior level - not recommended for underclassmen
- **400-499** Senior level - not recommended for underclassmen
- **500-599** Graduate level - not recommended for undergraduates
- **600-699** Graduate level - not recommended for undergraduates
- **700-799** Doctoral level - not open to underclassmen or graduate students

## Credit Hour Policy

The unit of credit is the semester hour.

Judson University's policy for awarding credit conforms to the federal credit hour definition:

### Federal Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

1. **one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester** or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time;
2. **at least an equivalent amount of work as required in paragraph (1)** of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.  
34CFR 600.2

## Time Limit and Enrollment Load

### Shared courses

A maximum of 12 credit hours may be applied to both an undergraduate and graduate program. Courses may only apply to multiple degrees when specific programs have been approved by committee; see program pages for details. Students may only enroll in graduate courses at the undergraduate level with approval from the department.

### Undergraduate

Twelve semester hours is the minimum enrollment load to be classified as full time. Less than 12 hours is classified as part time:

- 9, 10 or 11 semester hours is three-quarter time;
- 6, 7, or 8 semester hours is half time;
- fewer than 6 semester hours is less than half time.

For traditional programs, enrollment for more than 18 semester hours constitutes an overload and is permitted only for students with a cumulative GPA of 3.00 or higher. Exceptions must be approved by the Registrar or designee. Hourly rate tuition is charged for overloads. Some services provided by students are awarded a semester credit hour but are not included in the credit hour count for overload. Examples include musical ensembles such as MUS150 University Choir (0.5 c.h.).

Due to the accelerated nature of the programs, students in the Division of Professional Studies are not encouraged to take more than 12 hours per term. In extreme circumstances, students may be granted permission to take additional coursework after consultation with their Academic Advisor.

There is no time limit for the completion of an undergraduate program. However, students who leave the University partway through their degree program and return after a period of two years or more are considered to have broken residency, and will return to University under the program requirements in effect at their time of readmission.

### Graduate

Nine semester hours is the minimum enrollment load to be classified as full time. Less than 9 hours is classified as part time:

- 7 or 8 semester hours is three-quarter time;
- 4, 5 or 6 semester hours is half time;
- fewer than 4 semester hours is less than half time.

Time limits for Master's degree completion vary by program. Any student who steps out of a program for any length of time and then returns will be subject to the policies and charges in effect at the time of reactivation.

**Master of Architecture:** A time limit of six years from the beginning of the first graduate course in the program is allowed to complete degree requirements.

**Master of Arts in Ministry Leadership:** The Master of Arts in Ministry Leadership is designed as an accelerated program to be completed in a 16-month cycle. If a student does not complete that cycle, a time limit of six years from the beginning of the first graduate course in the program is allowed to complete degree requirements.

**Master of Education in Literacy:** Students should contact the program chair for information regarding the time limits for completion of the M.Ed. degree.

**Master of Business Administration:** The Master of Business Administration is designed as an accelerated program to be completed in an 18-month cycle. If a student does not complete that cycle, a time limit of six years from the beginning of the first graduate course in the program is allowed to complete degree requirements.

**Master of Arts in Clinical Mental Health Counseling:** The Master of Clinical Mental Health Counseling is designed as an accelerated program to be completed in a 36-month cycle. If a student does not complete that cycle, a time limit of six years from the beginning of the first graduate course in the program is allowed to complete degree requirements.

**Master of Arts in Human Services Administration:** The Master of Human Services Administration is designed as an accelerated program to be completed in an 18-month cycle. If a student does not complete that cycle, a time limit of six years from the beginning of the first graduate course in the program is allowed to complete degree requirements.

**Master of Arts in Organizational Leadership:** The Master of Organizational Leadership is designed as an accelerated program to be completed in a 15-month cycle. If a student does not complete that cycle, a time limit of six years from the beginning of the first graduate course in the program is allowed to complete degree requirements.

## Doctoral

Six semester hours is the minimum enrollment load to be classified as full time. Less than 6 hours is classified as part time:

- 4 or 5 semester hours is three-quarter time;
- 3 semester hours is half time;
- fewer than 3 semester hours is less than halftime.

The Doctor of Education programs are designed for completion in approximately a 46-month cycle. Should extenuating circumstances such as a personal or family health crisis, birth or adoption of a child, etc., prevent a candidate from completing the cycle, the student may withdraw from the program for up to two years, upon approval from the Program Directors. A candidate granted leave must submit notification in writing to the program directors a minimum of six months in advance of intent to reenter the program. Policies and charges in effect at the time a candidate returns from a leave will apply.