

## **1.0 POLICY STATEMENT**

- 1.1 MacEwan University (the “University”) is required to determine whether a Student is a Full-time Student for various reasons, including reporting, eligibility for access to services and benefits, and other third party purposes. Where the University is required to provide its own definition and standard of Full-time Student, the University requires a consistent approach.
- 1.2 The University also requires a consistent determination of what constitutes a Full Course Load for Designated Post-secondary Programs in each Standard Study Period for Federal and Provincial Student Aid purposes.

## **2.0 PURPOSE**

- 2.1 The purpose of this policy is to provide a consistent definition of Full-time Student to be applied where an applicable definition is not provided elsewhere, and to set the number of Credits in each Standard Study Period deemed to be a Full Course Load in each Designated Post-secondary Program to allow for confirmation of registration of students for Federal and Provincial Student Aid purposes.

## **3.0 APPLICABILITY**

- 3.1 This policy applies to the designation of a Student as a Full-time Student for internal University purposes.
- 3.2 This policy also applies to the designation of a Student as a Full-time Student for external purposes where the third party requires a determination of whether a Student is a Full-time Student, but does not provide a relevant standard or definition.
- 3.3 This policy also applies to confirmation of registration of students for Federal and Provincial Student Aid purposes.

## **4.0 DEFINITIONS**

### **Credit**

The unit of measure for completion of Credit Courses, which is normally based on the number of classroom hours per week throughout the Term.

### **Credit Course**

A course which confers recognition that can be applied to the completion of a Ministry approved credential.

### **Designated Post-secondary Program**

Programs designated as eligible for qualification under Federal and Provincial Student Aid, which do not include high school equivalency, University Preparation or English as a Second Language.

### **Federal and Provincial Student Aid**

The Canada Student Loans Program and the various provincial or territorial student loan or aid systems, including Student Aid Alberta.

**Full Course Load**

The number of Credits per Term required to fulfill graduation requirements in the recommended time period.

**Full-time Student**

A Student designated as a Full-time Student within this policy.

**Non-credit Course**

Normally for personal or professional development and may contribute to the completion of a Faculty/School approved credential.

**Part-time Student**

A Student who is not a Full-time Student.

**Session**

Those sessions as specified in the Academic Schedule.

**Standard Study Period**

A Term or Session.

**Student**

An individual registered for at least one Credit Course or Non-credit Course offered by the University.

**Student Executive**

A Student serving as an elected member of the Students' Association of MacEwan University Executive in the role of President, VP Operations & Finance, VP Academic, VP Student Life, or VP External.

**Term**

Those terms as specified in the Academic Schedule.

## **5.0 POLICY ELEMENTS**

### **5.1 Classification of Students**

- 5.1.1 Unless otherwise specified, a Full-time Student during the Standard Study Period is a Student enrolled in:
  - 5.1.1.1 Nine (9) Credits for the Fall Term;
  - 5.1.1.2 Nine (9) Credits for the Winter Term;
  - 5.1.1.3 Nine (9) Credits for the Spring/Summer Term;
  - 5.1.1.4 Three (3) Credits for Credit Courses within a one-month Session during the Spring/Summer Term; or
  - 5.1.1.5 Six (6) Credits for Credit Courses within a two-month Session during the Spring/Summer Term.
- 5.1.2 The Office of the University Registrar may designate a Student as a Full-time Student where the Student is Student Executive, is registered in at least three (3) Credits during the current

Term, and has requested designation as a Full-time Student in writing to the Office of the University Registrar.

- 5.1.3 The Office of the University Registrar shall designate a Student as a Full-time Student where the Student is enrolled in at least six (6) Credits for the Fall, Winter, or Spring/Summer Term, two (2) Credits for Credit Courses within a one-month Session during the Spring/Summer Term, or three (3) Credits for Credit Courses within a two-month Session during the Spring/Summer Term and Access and Disability Resources has added an enrollment exception service indicator to the Student's file.
- 5.1.4 The decision of the Office of the University Registrar on designation of a Student as a Full-time Student is not subject to appeal.

## **5.2 Designation of a Full Course Load for Federal and Provincial Student Aid Purposes**

- 5.2.1 Unless otherwise specified, a Full Course Load during the Standard Study Period for all Designated Post-secondary Programs is as follows:
  - 5.2.1.1 Fifteen (15) Credits for the Fall Term;
  - 5.2.1.2 Fifteen (15) Credits for the Winter Term;
  - 5.2.1.3 Fifteen (15) Credits for the Spring/Summer Term;
  - 5.2.1.4 Three (3) Credits for Credit Courses within a one-month Session during the Spring/Summer Term; or
  - 5.2.1.5 Six (6) Credits for Credit Courses within a two-month Session during the Spring/Summer Term.
- 5.2.2 For Student Executive, a Full Course Load for all Designated Post-secondary Programs is deemed to be three (3) Credits for the Fall Term, Winter Term, or Spring/Summer Term.
- 5.2.3 The Office of the University Registrar shall apply the mathematical calculation required by Federal and Provincial Student Aid to confirm registration of a Student, including all calculations required due to the Student's specific circumstances.
- 5.2.4 For reference purposes only, sixty percent (60%) of a Full Course Load is the same as that required for classification as a Full-time Student under 5.1.1 of this policy.

## **6.0 ASSOCIATED PROCEDURES**

- None

## **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Course Approvals and Changes
- Academic Schedule
- Management of Student Records and Information

## 8.0 ACCOUNTABILITY

### Policy Sponsor

Provost and VP Academic

### Office of Administrative Responsibility

Office of the University Registrar

## 9.0 HISTORY

### Relevant Dates

Approved: **17.04.18**

Effective: **17.04.19**

Next Review: **22.04.19**

### Modification History

- 80.11.20:** Approved by Board Motion 14-11-80/81. Replaces existing Policy 9.0 approved 77.06.02 by motion 11-7-76/77.
- 85.06.20:** Reissued with changes to regulations and procedures as recommended by Academic Council 84.06.04 and approved 85.06.20 by Board Motion 4-16-84/85
- 92.12.17** Revised as recommended by Academic Council 92.12.01 and approved 92.12.17 by Board Motion 7-05-92/93.
- 99.05.20** Revised as recommended by Academic Council 99.04.13 and approved 99.05.20 by Board Motion 1-5-20-98/99.
- 03.08.26** Revision of policy approved by Executive Committee
- 03.10.07** Revised as recommended by Academic Council 03-13-05-03 and approved by Board Motion 01-10-07-2003/04
- 04.02.24** Implementation date of July 1, 2004 approved by Board motion 01-2-24-2003/04.
- 09.10.12** Approved by Board Motion 01-12-10-09/10. Replaces Policy C5005 Categorization and Classification of Registered Students.
- 11.09.22** Revised as recommended by the Student Services Policies Committee and approved by Board Motion 01-09-22-2011/12
- 12.08.24** Revisions as completed by SSPC
- 13.04.25** Revised as recommended by Student Services Policies Committee and approved by Board Motion 01-04-25-2012/13
- 17.04.18** Revised as recommended by AGC Executive Committee and approved by Academic Governance Council Motion AGC-08-04-18-2017
- 20.06.22** Minor revision to update Access and Disability Resources department name and remove policy number references. Approved by Policy Sponsor.