

COURSE LOAD

Approval Authority	President/Senate
Responsible Executive	Vice-President (Academic) and Provost
Related Policies / Legislation	Accommodation of Students with Disabilities (93) Board policy direction Student Services, Student Activities and Associations (BPD-230)

PURPOSE

This policy is to define the course load for full-time studies at the University of the Fraser Valley and to enable the university to limit a student's course load.

SCOPE

This policy applies to all UFV enrolled students other than those in continuing education non-credit programs or courses.

DEFINITIONS

In this policy, the following definitions apply:

Standard undergraduate course load: 15 credits per semester or, if credits are not assigned, as defined by the program (minimum 20 instructional hours per week).

Standard graduate course load: For graduate programs, the full course load is as defined by the program.

Permanent Disability: A functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in full-time studies at a post-secondary level or in the labour force, and is expected to remain with the person for the person's expected natural life. (Source: StudentAidBC Policy Manual 2014-2015)

POLICY

Students are considered full-time or part-time at the University of the Fraser Valley (UFV) based on the number of credits per semester and the level of study, as outlined in the Regulations.

UFV limits the number of credits in which a student may enroll to provide reasonable access for all students and to ensure students register in a realistic course load.

REGULATIONS

Determination of full-time and part-time studies

UFV considers undergraduate students to be full-time if they are enrolled in nine (9) credits which is considered 60% of a standard course load. Graduate students are considered full-time if they are

enrolled in six graduate level credits per semester.

The minimum course load for full-time study will be reduced to 40% of the standard course load (e.g., six credits at the undergraduate level), or to three credits per semester in graduate programs, for students with a documented permanent disability that affects their ability to participate in a full course load. Eligibility for a reduced course load will be determined by the Disability Resource Centre based on the following documentation:

- a detailed letter explaining why he/she is unable to study at the minimum course load due to his/her disability; and either,
 - a medical certificate from a physician or specialist, qualified in the area of the student's disability; or
 - a learning disability assessment (if applicable) which clearly supports the need for a reduced course load.

Enrolled students are considered part-time if they do not enroll in sufficient credits for full-time studies.

Students should be aware that meeting full-time status under this policy does not necessarily determine eligibility for specific programs, benefits, awards, or opportunities for full-time students, including but not limited to student loans, income tax deductions, or student awards, which may have additional criteria.

Maximum course load

Students are encouraged to enroll in no more than five (5) courses per semester and no more than eight (8) credits if courses are offered in a two-month session.

Students may not enroll in more than 20 credits of coursework per semester without prior consultation with an advisor or counsellor, and permission of a dean. If a program requiring more than 20 credits of coursework in any given semester has been approved by the Senate, such permission is deemed to be granted to students in the program.

A student's course load may be further restricted in certain situations, such as a condition of special admission, or when the student is not in good academic standing, in accordance with the Undergraduate Continuance policy.