ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 6/02, 2/00, 11/94, 6/93
              10/05, 12/10, 12/14, 5/17,
              10/18, 11/18, 2/19

No: 2-E-800F-01
Last Review Date: November 2020
Required Review Date: December 2024
Administrative Unit: Director of Financial Aid
Approved By:

_____
Jared Seliger, PhD, CNMT
President

SUBJECT: Student Financial Aid Enrollment Status and Changes in Enrollment Status

PURPOSE: To determine the status of students enrolled at Allen College for financial aid, academic progress, statistical and record keeping purposes.

EFFECTIVE FOR: Faculty, staff, administration, Student Financial Services Office, and students.

POLICY: All students enrolled in Allen College programs shall have full- time, three quarter time, half-time, or less than half-time status.

PROCEDURE:

1. Refer to the charts below for enrollment credit hour requirements per classification per semester.

2. Total credit hours include Allen College and other coursework as approved by consortium agreement.

3. The Registrar shall provide enrollment and grade level information to the Student Financial Services Office any time a student makes a change in enrollment.

4. Upon receipt of an enrollment status or grade level change notification from the Registrar, the Director of Financial Aid or the Financial Aid Coordinator will recalculate the financial aid package if within the drop/add period as designated by the Allen College Academic Calendar.

5. The Admissions Staff shall inform the Student Financial Services Office regarding individual student levels of study (freshmen, sophomore, junior, senior, first and second year graduate/professional) upon admission to Allen College.

Undergraduate Credit-Hour Enrollment

Fall Semester Credit Hours	Spring Semester Credit Hours	Summer Semester Credit Hours	Enrollment Classification
< 5	< 5	< 5	Less Than Half Time
6-8	6-8	6-8	Half Time
9-11	9-11	9-11	Three Quarters Time
12 +	12 +	12 +	Full Time

Graduate Credit-Hour Enrollment (Includes Master's and Doctoral Classification)

Fall Semester Credit Hours	Spring Semester Credit Hours	Summer Semester Credit Hours	Enrollment Classification
1-2	1-2	< 2	Less Than Half Time
3-4	3-4	3-4	Half Time
5	5	N/A	Three Quarters Time
6 +	6 +	5 +	Full Time