

**Policy number:** 105

**Subject/Title:** Registration of Maximum Credits in One Term

**Effective Date:** Summer 2012

**Policy Statement:** A student's faculty advisor reviews requests to register for 16 or more credits in one (1) term. Registration for 16 or more credits in one (1) term requires approval by the Director of Academic Affairs. Unique student circumstances may require students to enroll in numerous courses per term (dual degrees, military status, international status, etc.). Full time graduate student status is considered to be nine (9) credit hours in the Fall or Spring term and six (6) credit hours in the Summer term.

**Reason for Policy:** The proposed policy was developed in order to promote successful progress and completion of all required courses in a degree program within the approved time limits.

**Definitions:** N/A

**Scope and Audience:** All UTHealth School of Public Health students

**Responsibilities and Procedures:** The 16 credit hours limit is placed on all registering students via myUTH. Students who require 16 or more credits in any given term will be required to provide documentation from their faculty advisor that supports and justifies the need for additional credits. This can be accomplished by requesting the faculty advisor to send an email to the Director of Academic Affairs.

**History:** Approved by Academic Council: May 21, 2012  
Endorsed by Executive Council: May 24, 2012

**Responsible Office/Contact Information:** Office of Academic Affairs and Student Services  
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