

September 8, 2010

To: Maria Dufresne

Secretary, Senate Academic Committee

*K. Roche*

*Secretary of State*

From: Brenda Winter

University Registrar

Subject: University Regulations, Definitions

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It has come to my attention that the calendared definition of Full-time vs Part-time Status for undergraduate students needs updating.

With the introduction of quarter credit courses in the Faculty of Education we now have students registered in 3.75 FCE which falls between the calendared limits of 3.50 FCE for part-time and 4.00 FCE for full-time status.

I would recommend a change to the definition as follows:

**Current definition:**

*A **full-time** undergraduate student in the Fall-Winter Term is one who is registered in four or more full course equivalents. The normal load is five courses. A **part-time** student in the Fall-Winter Term is one who is registered in three and one-half courses or fewer.*

**Recommended definition:**

*A **part-time** undergraduate student in the Fall-Winter Term is one who is registered in three and one-half full course equivalents or fewer. All other undergraduate students are **full-time**.*

I would appreciate this being added to the next agenda of the Senate Academic Committee so as to facilitate the Calendar change.