

Classification of Students

- Keywords: students, level, semester, credits, hours
- Policy Number: KC-ACA-3110
- Originally Issued: Prior to 2010
- Revised: Spring 2011
- Effective Catalog Cycle: Fall 2011
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

Undergraduate students are classified by the number of semester hours completed at the beginning of each semester. A student with:

- Fewer than 30 credit hours completed is classified as a freshman.
- Fewer than 60 but at least 30 credit hours completed is classified as a sophomore.
- Fewer than 90 but at least 60 credit hours completed is classified as a junior.
- At least 90 credit hours completed is classified as a senior.

A student who has completed a bachelor's degree and enrolls only for undergraduate credit will be classified as a senior.

Reason for Policy

Classification of students is done in order to provide continuity and standardization across the campus community with regard to student levels based on an average full-time load of credit hours for an academic year [i.e., fall, spring, summer]. Student levels impact awarding of financial aid and scholarships.

Who Should Read this Policy?

All faculty; Academic advisors; All students; Financial aid staff; Registrar's office personnel

Instructions, Procedures and Related Information

The major map form which allows the student to know how s/he is progressing in her/his program.

The academic units have policies for students based on their classification, e.g. juniors may not make a C or less in the major. Information from the Registrar's Office: UMKC | Registrar:

Information from Financial Aid Office: UMKC Financial Aid and Scholarships: Information from Cashier's Office: Cashiers and Collections :

Contacts

UMKC Registrar's Office: Website:

Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110

Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;

Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@

Exclusions

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

History & Updates

Updated to common format on January 6, 2011

Appendices

None