



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: October 27, 2015

NEXT REVIEW: Oct. 2019

SUBJECT: AOPP 3.7 -- CLASSIFICATION OF STUDENTS

PURPOSE: The purpose of this policy is to define by credit hour the classification of students as freshmen, sophomore, junior, and senior.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Students are given the designation of freshmen until they have earned 30 hours of academic credit. Students are designated as sophomores when they have earned 30-59 semester hours of academic credit. Students are given the designation of juniors when they have earned 60-89 hours of academic credit. Students are designated as seniors when they have earned 90 or more semester hours of academic credit.

RESPONSIBILITIES

| <u>Position</u> | <u>Section</u> | <u>Year</u> |
|-----------------------------------|----------------|-------------|
| Associate VP for Academic Affairs | Review | 2015 |

APPROVED BY:

| | |
|-------------------------------------|----------|
| /s/ Keith DeFoor | 10.27.15 |
| Associate VP for Academic Affairs | Date |
| /s/ Gary Myers | 10.27.15 |
| Vice President for Academic Affairs | Date |
| /s/ Gary Myers | 10.27.15 |
| Chair, Academic Council | Date |
| /s/ Matthew Byron | 12.10.15 |
| President, Faculty Senate | Date |

REVIEWED BY:

/s/ Tammy Gibson
Registrar

12.10.15
Date

APPROVED:

/s/ Cathy Cox
President

7.29.16
Date
