I. 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.

II. 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.

III. Who Should Read this Policy?

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

IV. 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: http://www.umkc.edu/registrar/
Information from Cashier’s Office: Cashiers and Collections : http://www.umkc.edu/adminfinance/finance/cashiers/

V. Contacts

UMKC Registrar’s Office: Website: http://www.umkc.edu/registrar/default.asp
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@umkc.edu

VI. Exclusions

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

VII. History & Updates

Updated to common format on January 6, 2011

VIII. Appendices

None