

Policy Statement

All students are classified as freshman (first-year) or sophomore (second-year) based upon the total number of successfully completed semester hours.

Policy Details

1. A student successfully completing less than 31 semester hours is considered a freshman.
2. A student successfully completing 31 or more semester hours is considered a sophomore.

Grades, and their corresponding credit hours, not counted toward class standing include audit (AU), incomplete (I), withdraw (W), unsatisfactory (U), failure (F), and academic forgiveness (FS).

Procedures

The Student Records Office updates class standing at the end of every semester.

Resources

Documentation

Definitions

Term Definition

<i>Freshman</i>	0-30.999 semester hours earned
<i>Sophomore</i>	31 and above semester hours earned

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
3/24/2004	Entire Document	Update	CASA
4/18/2019	Policy	Review	
3/9/2023	Entire Document	Update – Transferred to new policy template, no approval needed	Eric Steinberger, Registrar
	Entire Document	Reviewed	Eric Steinberger

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 2/19/2026

Next Review Date: 1/19/2029