|  |  |
| --- | --- |
|  | **NON-STANDARD CREDIT LOAD****DISCLAIMER FORM****ACADEMIC YEAR ­­­­­­\_\_\_\_\_\_\_\_\_\_\_** |

A full-time undergraduate degree programme at the University of Aberdeen normally consists of 120 credit points per academic year. [Where the degree programme requires a different number of credit points to be taken, this will be specified in the Programme Prescription for the degree which can be found in the [University Calendar](http://www.abdn.ac.uk/registry/calendar/) and taken account of in MyCurriculum.]

In exceptional circumstances the University will allow a full-time student to take a non-standard credit load, ie:

* no more than 75 credits per half session, 150 credits per academic year
* no less than 76 credits per academic year or else you will be classed as part-time\*

**Disclaimer:**

A student opting to take a non-standard credit point load does so at their own risk. They cannot use the fact that they have taken more, or less, than the normal credit point load required by their degree programme as grounds for appeal if their academic performance is, as a result, adversely affected. By signing the form overleaf, you accept the above and the risks listed below.

If you choose to take a non-standard credit load you may do so, but you should be aware of the potential risks involved:

**Taking an extra course or courses:**

* Taking extra courses involves an additional workload which could affect your ability to reach your full potential in some, or all, of the courses you are studying. If your academic performance suffers because of the extra workload you are taking, this may mean that your Honours classification will be affected.
* If you are in Honours, you will need to agree with your School which of your optional courses will count towards your final Honours Degree Classification. Extra credits taken in your Honours years will not normally count towards degree classification. This must be agreed at the point you register for any extra credits and not after you have completed the courses(s).

**Taking less than a normal credit point load:**

* Taking less than the credit points your degree programme requires you to take in an academic year may mean that you will not achieve the credit points required for graduation within the normal timeframe. As a result, you may take longer to complete your degree than would normally be the case.
* Depending on your funding body/sponsor, taking longer to complete your degree than anticipated may result in an additional financial cost to yourself. You may, for example, have to pay an additional year's tuition fees as well as fund the associated extra living costs.
* To make sure that you do remain on target to achieve your degree within the normal timeframe, you may have to take resit examination(s) for course(s) where you hold valid class certificate(s) and have not already used up all three assessment opportunities or you may have to take extra courses at a later stage in your studies.

If, having reflected on the risks outlined above, you wish to take a non-standard credit point load please complete the form overleaf and send/take to your parent School, ie, the School for your degree subject - the first named subject for joint degrees (see the webpage [School Contacts for Taking more or Fewer Credits](https://www.abdn.ac.uk/students/academic-life/school-contacts-for-taking-more-or-fewer-credits-3725.php) (found at https://www.abdn.ac.uk/students/academic-life/school-contacts-for-taking-more-or-fewer-credits-3725.php).

**Please remember:** you will not be able to take, as extra credits, a course for which you do not hold the pre-requisites. For information on how to apply for a pre-requisite waiver please consult the MyCurriculum [Frequently Asked Questions](https://www.abdn.ac.uk/mist/apps/enquiry-management/) (found at https://www.abdn.ac.uk/mist/apps/enquiry-management/).

**If your request is approved, your School Administrative Team will add to or reduce your credit allowance in MyCurriculum and will notify you when you are able to go back into MyCurriculum to add/remove the approved course(s).**

**NON-STANDARD CREDIT LOAD**

**DISCLAIMER FORM**

|  |  |
| --- | --- |
| **Student Name** |  |
| **8 Digit Student ID Number**(eg 51712345) |  |
| **Programme of Study**(eg MA Economics) |  |

**I WISH TO TAKE EXTRA COURSE(S)**

I wish to take the following extra course(s) and accept the risks outlined overleaf. I acknowledge that approval of this does not give me the right to take a course I do not hold the correct prerequisites for. I understand that I cannot use the fact that I am taking extra credit courses as grounds for an academic appeal in the event that my GCS marks are not as I anticipated.

|  |  |
| --- | --- |
| **Extra Course(s) to be taken** (eg BI2017 Genes & Evolution) |  |
| **Signature (Student)** |  |
| **Date** |  |

**I WISH TO TAKE LESS THAN THE STANDARD FULL-TIME CREDIT POINT LOAD**

I wish to take less than the standard full-time credit point load required for my degree and accept the risks outlined overleaf. I understand that I cannot drop courses listed as compulsory for my degree.

|  |  |
| --- | --- |
| **Course(s) to be dropped**(eg BI2017 Genes & Evolution) |  |
| **Signature (Student)** |  |
| **Date** |  |

|  |  |  |
| --- | --- | --- |
| **For School Use Only:** Non-standard load approved and amendments made to MyCurriculum | Initial | Date |
| For Honours students: The School must note the course codes of courses to be excluded from Degree Classification. |
|  |
| **The School should retain a copy of this form for any Designated 3rd year and 3rd and 4th year Honours students for reference when calculating the students Honours Classification.** **If no note is made above of courses to be excluded the School should include all courses taken in the Honours Classification.**  |