Title: SIMULTANEOUS ENROLLMENT IN COURSES
Index #: 20-05.04
Division: ACADEMIC
Section: COURSE ADMINISTRATION
Effective Date: 9/19/84

Policy Statement

Students are not allowed to enroll in two nursing courses that meet during the same hours in the same term.

Exception Statement

A student may petition for approval to take two courses that are offered during the same hours in the same term with approval from faculty members teaching the courses, the student's academic adviser and the appropriate Associate Dean or Program Director.

Rationale for Decision

It is the belief of faculty that student participation in the discussions and student interactions that occur during a class are an important aspect of student learning.

Implementing Procedures:

Responsible Party	Action
Registrar	1. Monitors and prevents the enrollment in classes that meet concurrently.
Student	1. Obtains petition (Exhibit 20-05.04A) from adviser.
	2. Completes petition and discusses with adviser, who initials the form showing that the discussion took place.
	3. Discusses the petition and rationale for dual enrollment in classes with the faculty members teaching the two courses (the lead teachers only).
Faculty of Record	1. Reviews the petition and decides whether or not to agree. Signs petition and notes approval or disapproval. Returns petition to the student.
Student	1. Returns petition with signatures to the adviser.

Adviser

1. Reviews petition and signatures.

2. Discusses plan with student.

3. If approving the plan, signs the petition and submits it to the Associate Dean/Academic Director..

Associate Dean/
Academic Director

1. Reviews petition and rationale.
2. If deciding against approval, so designates in writing to the student, Adviser and course faculty. Files into student's file.

3. If deciding to approve the petition, informs the student, adviser, course faculty, and Registrar in writing and files in student's file.

Registrar

1. Allows student so authorized to enroll in two concurrent classes.

Notes

1. The Web Registration Banner system will not allow students to register for two courses that meet at the same time. Students will be prompted to choose one of the courses and will need to resolve schedule conflict with Registrar.

2. Approved by: Academic Affairs Committee   5/10/84

3. Reviewed by Academic Affairs 10/02; Academic Programs 1/24/05

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