Policy Number: **20-05.04**

Policy Title: **Simultaneous Enrollment Courses**

Effective Date: **September 19, 1984**

1.   Policy Statement

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

2.   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.

3.   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.

4.   Implementing Procedures

Responsible Party	Action
Registrar	1. Monitors and prevents the enrollment in classes that meet concurrently.
Student	1. Obtains petition 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.

Implementation Date: September 19, 1984

Revision History:

Related Policies and Procedures:

Responsible Office: Academic Affairs

Supersedes:

Key Words: