

University of St. Thomas Policies

CONCURRENT ENROLLMENT

Policy Number: A.02.08

SCOPE: All Undergraduate Students.

PURPOSE

To define concurrent enrollment for continuing students.

POLICY

01. Concurrent Enrollment for Registered Students

- Students in freshman, sophomore and junior years who wish to seek permission to enroll at other accredited institutions in courses applicable to their University of St. Thomas (UST) degree, whether in summer sessions or regular semesters, must first complete a Transfer of Credit Approval Form (available online at the Registrar's website).
- This form requires the signature of the student's academic advisor and authorization by signature of the appropriate department chair for each course the student is requesting to take elsewhere.
 - Students are expected to take all major courses at UST; extenuating circumstances can be reviewed and approved by the chair on a case by case basis.
 - Students are allowed up to 12 credit hours for concurrent enrollment during their undergraduate career at the University of St. Thomas.
- Students may appeal the decision of the chair by petitioning the Academic Committee. The Petition Form is available from the Office of the Registrar.
- Authorization will not normally be granted when a course the student wishes to take elsewhere is being offered at the University in the same session or semester or is scheduled on a regular basis, as, for example, every fall and/or spring semester.
- The "Repeating Courses" policy applies to concurrent enrollment; please refer to this policy in the undergraduate catalog.
- In addition to authorization by the appropriate department chair, students subject to the residence requirement (final 36 credit hours on campus) must petition and obtain the permission of the Academic Committee to take a course at another properly accredited institution. Please refer to the transfer of credit policy in the undergraduate catalog. The Petition Form is available from the Office of the Registrar.
- It is the student's responsibility to submit an official transcript(s) to the University of St. Thomas to receive the transfer credit.

APPROVED: Dr. Robert Ivany

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