

## **DUAL ENROLLMENT AT TWO INSTITUTIONS\***

Regular matriculated undergraduate or graduate students at Seattle University who wish or who are advised to attend another institution during a quarter when they are also enrolled at Seattle University either full or part-time are required to obtain the written approval of their academic adviser and their dean in advance of registration at the second institution using the procedure for dual enrollment as outlined below.

### **UNDERGRADUATES**

Consideration of dual enrollment for undergraduate students is initiated when a student consults with an academic adviser and submits a "Transfer Verification" form to the registrar. Approval must be obtained in advance of enrollment at the second institution.

There are limited circumstances when dual enrollment is appropriate. These circumstances include (1) when a student would significantly benefit from a course not offered at Seattle University but available at another institution; (2) when, because of infrequency of a particular offering, taking the course at Seattle University would unreasonably delay graduation, a delay which could be avoided by dual enrollment; and (3) during a one quarter transition when a student first transfers to Seattle University while still completing course work at the institution from which he or she is transferring.

Because Seattle University's senior residency policy states that the last 45 credits toward the undergraduate degree must be spent in residence at Seattle University, approval for simultaneous enrollment at two institutions may be granted only if the student pursuing a 180 credit degree will have fewer than 135 total undergraduate credits once the new credits are posted. Course content can be recognized if cumulative credits are beyond the maximum, though no credit is granted. An exception is made for degree candidates at S.U. who are completing a Naval or Air Force ROTC program at the University of Washington. Such students may transfer those credits through the last term of degree work. With permission on a "Transfer Verification" form senior residency may also be waived for an approved study abroad program

A community college may be attended only if the student has not already earned 90 credits, or if transfer credit will not be requested and course content only is to be recognized.

The student is required to present an official transcript from the second institution to the Seattle University Registrar within 30 days of the completion of the other institution's term.

## **GRADUATE STUDENTS**

Consideration of dual enrollment is initiated by means of the student submitting a "Petition for Exception to Policy" form with the assistance of the graduate program adviser. Approval must be obtained in advance of enrollment at the second institution.

The student is required to present an official transcript from the second institution showing grades of "B" or better, according to the deadlines outlined above.

\*Formerly titled Simultaneous Enrollment at Two Institutions

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