SAME COURSE RE-ENROLLMENT POLICY

In an effort to avoid potential same course re-enrollment abuse, the following conditions apply:

1. Regardless of grade(s) earned in a course(s) previously, a student will be allowed to re-enroll for this same course for a second time without conditions unless it is in a restricted enrollment program which requires written approval to re-enroll by the program director.

2. Regardless of grade(s) earned in course(s) previously, a student will not be allowed to re-enroll for a course for a third time unless A) the re-enrollment request is written by the student and has; B) a plan for success. Remember, prerequisites to the healthcare programs can only be taken twice. This includes withdrawals.

3. For a student to be allowed to re-enroll in a course for a fourth time (or more) the student will make a written request and receive approval from the Dean of Student and Academic Support Services or the Associate Dean of Student and Academic Support Services, plus agree in writing to pay an additional fee of $50 per contact hour.

   The purpose of this fee is to ensure that the student assumes the additional cost, thus freeing the local and state taxpayers of any financial contribution.
I have read the re-enrollment policy and hereby submit my request to register for ______________. Remember, prerequisites to the healthcare programs can only be taken twice. This includes withdrawals.

This will be my ______ time registering for this course because: __________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Student’s Plan for Success: _______________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

The Re-Enrollment Policy has been explained to me. I understand if I have approval to register for this course for the 4th time, I will be charged an additional fee of $50 per contact hour.

_________________________  __________________  ___________
Student’s Signature  Advisor Date

Approval for re-enrollment in the same course for the 4th or more time will require a signature from:
The Dean of Student and Academic Support Services or the Associate Dean of Student and Academic Support Services

_________________________  __________________  ___________
Dean or Associate Dean’s Signature  Date