



**Policy Title:** International Student Concurrent Enrollment Policy and Procedure

**Policy Number:** ISO.101

**Policy Owner:** Director of International Student Office

**Responsible Office:** International Student Office

**Revision Date:** 11/16/2017

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## 1. Purpose and Scope

An F-1 student may be enrolled in two different SEVIS-approved schools at one time as long as the combined enrollment amounts to a full-time course of study.

## 2. Policy

A student is eligible to concurrently enroll in the following instance:

1. The student will be registered less than full-time at North American University and is relying on enrollment at another school in order to meet the full-time course load requirement (12 credits for undergraduates; 9 credits for graduates).

2. The requirements listed below must be met in order for concurrent enrollment to be considered.

- The student must be in good academic standing with a minimum 2.0 GPA
- The student must be in good immigration standing. (Request denied if student is out-of-status)
- The student must register for classes at NAU before the ISO can process the request to take classes at another school.
- Students who have been authorized for a reduced course load are not allowed to take part.
- Not allowed during the final semester.

Concurrent Enrollment is not recommended for first quarter student.

## 3. Definitions

Full-Time Course Load:

Undergraduate students	12 credit hours
Graduate students	9 credit hours

## 4. Procedures

The student must first register for the upcoming semester at NAU. The student must then receive written permission from their Academic Advisor to verify that the concurrent courses meet the degree requirements and that the courses will transfer to the specific degree program. Authorization to participate in concurrent enrollment is then granted by the ISO who will provide an approval letter to the student. The student then gives this letter to a DSO at the second school.

The student will then enroll and complete the concurrent courses. The student will submit the transcript from the university/college of concurrent enrollment to the ISO to show that the student has met NAU's full-time requirement for that semester. The student must arrange for the transfer of credit for the concurrent enrolled course by the first day of class of the following semester.

Concurrent enrollment is approved one term at a time. This procedure must be followed for each term of concurrent enrollment.

The ISO will maintain the approval documentation for this procedure.

## 5. Who Should Read This Policy

- Students
- Vice President of Administrative Affairs
- Registrar's Office
- Provost, Department Chairs and Academic Advisors
- ISO

**6. Related Documents and References**

- Concurrent Enrollment Request Form



### Concurrent Enrollment Request Form

SECTION A. TO BE COMPLETED BY THE STUDENT:	
Family Name:	First Name:
SEVIS Number:	Email:
Major:	Department:
NAU ID:	<input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE
I certify that I understand what constitutes full-time enrollment for my program. Between my registration at North American University and my registration at the second institution, I meet the full-time enrollment requirement as described in the <b><i>International Student Concurrent Enrollment Policy</i></b> . I will be registered for at least one credit at North American University. If I change my registration in any way at North American University or the second institution without prior approval from an international student advisor at North American University, I may lose my F-1 student status.	
Student Signature	Date
SECTION B. TO BE COMPLETED BY ACADEMIC ADVISOR:	
<input type="checkbox"/> I am aware of the circumstances above and verify that the concurrent courses meet NAU degree requirements and that the courses will transfer to the specific degree program [the credit(s) will only be accepted by NAU if a grade of C or better in an undergraduate course or a grade of B or above in a graduate course].	
Concurrent Course Name and Number:	
Comments:	
Print Name and Title:	Department:
College/Academic/Faculty Advisor Signature:	Date ____/____/____
SECTION C. TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR (North American University)	
This student may concurrently enroll during: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer      Year	
This academic session begins on ____/____/____ and ends on ____/____/____	
By signing, I indicate that I have reviewed the student's request for concurrent enrollment and ensured that the student's course load between North American University registration and registration at the second institution constitutes full-time enrollment. I therefore approve the student's request for concurrent enrollment for the semester indicated in Section C of this form.	
International Student Advisor Name (Print):	
International Student Advisor Signature:	Date ____/____/____