

Coordinated Course Authorization

RETURN THIS FORM TO THE REGISTRAR=S OFFICE PRIOR TO THE START OF THE COURSE(S) TO RECEIVE COORDINATED COURSE CREDIT - THERE WILL BE NO EXCEPTIONS TO THIS POLICY. YOUR SIGNATURE BELOW INDICATES YOU AGREE TO THESE TERMS.

Date: _____

Student Status:
() Undergraduate
() Graduate

International Student:
() Yes - must complete #6
() No

Are you a veteran?
() Yes
() No

1. Student Information: Social Security or ID#: _____

Last Name: _____ First Name: _____ Initial: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Major: _____ Signature: _____

2. Name of College/University where course(s) will be taken: (use one form for each school)

Circle the term courses will be taken: Fall Intersession Winter Spring Summer 20_____

3. Courses To Be Taken:

Course Number	Title	Departmental Approval (*)	Substitute for UNH course
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(*) Signature of Chair from UNH department that offers course. **STOP! The reverse side of this form and Item 5 below must be signed first!**

4. Reason for taking an off-campus course:

5. Authorization: (Chair/Advisor from student=s Major department)

Signature: _____ Date: _____

6. International Services Office Authorization: (International Students Only)

Signature: _____ Date: _____

UNH COORDINATED COURSE POLICY CHECKLIST

The student and his or her advisor must answer the following questions regarding coordinated course eligibility and sign appropriately **prior to seeking the approval of the chair of the department in which the courses are offered**. The responses will not guarantee approval by the chair.

University policy:

Yes No

Are these courses analogous to courses offered at UNH and/or standard courses in a given discipline and unavailable at UNH because of frequency of offerings, cancellation, etc., or inaccessible to the student because of temporary residency at a distant location?

Will the student be continuously matriculated at UNH while taking the coordinated courses?

If the courses are to be taken at a two-year institution, are the equivalent UNH courses at the freshman and sophomore levels?

If the courses are to be taken at a two-year institution, is the student a freshman or sophomore? If no, **STOP!** Students with junior or higher standing may not take coordinated courses at two-year institutions.

Do the courses have at least 15 meeting days?

College of Arts & Sciences policy:

If the courses are Arts & Sciences courses, will the student's total of coordinated Arts & Sciences courses taken be two or less?

Is the site of the coordinated course more than 50 miles from UNH?

If the courses are Arts & Sciences courses, will the courses be either: (a) upper-division courses, that is, equivalent to 300- or 400-level courses at UNH; or (b) courses required by the student's major program, that is, not Arts & Sciences elective courses?

English course policy:

If a course equivalent to E 105 or E 106 is to be taken, has the student completed E 103 or E 104 at UNH with a grade of C or higher or passed the UNH Writing Proficiency Examination?

If a course equivalent to E 110 or E 111 is to be taken, has the student completed E 105 or E 106 at UNH with a grade of C or higher or passed the UNH Writing Proficiency Examination?

If the course is an English course other than those mentioned above, has the student completed at least one English course at UNH or passed the UNH Writing Proficiency Examination?

If an English writing course (E 105/106, E 110/111, etc.) is to be taken, is the duration of the course at least six weeks?

Student Signature

Advisor Signature