Course Approval & Repeat Processes

Students are required to complete a **Course Approval Form** to be waived from a prerequisite or course restriction (i.e.: major/minor, class year, honors restriction…etc.) The Course Approval Form can be found online at *myHill > myAcademics > Forms & Applications > Course Approval Form* and needs to be signed by the appropriate faculty member and returned to the Registrar's Office.

Faculty may send email permission to the **student** in lieu of signing the form, but please note that the Registrar's Office cannot accept emails directly from faculty since the student needs to complete the Course Approval Form and may need to adjust your schedule. (We will accept email permissions for students who are currently abroad or away from the College.)

Course Approval Steps: (to be completed by the student)

1. **Complete** and submit the online Course Approval Form *(myHill > myAcademics > Forms & Applications > Course Approval Form.)*
2. A copy of the form will be emailed to you.
3. **Print, Sign**, and **obtain** the signature of the relevant faculty member. Students may also attach an email form the faculty to the form. Faculty should **not** email the Registrar's Office directly.
4. **Return** the form to the Registrar's Office, Duffy 112, or scan and email the approved form to registrar@stonehill.edu for processing.

Note: Course Approvals must be received and processes prior to their registration date/time for students to add the course in question to their schedule. Approvals do not guarantee students a seat in the class.

WHEN TO USE	SELECT ON THE FORM
When you have not completed a prerequisite course	Prerequisite Waived
When you are taking a prerequisite over the summer or transferring in a prerequisite course	Transfer Prerequisite in Progress
When you want to take a course that is restricted to a specific major(s) or minor(s)	Major/Minor Restriction
When you want to take a course that is designated for a specific class year(s)	Class Year Restriction
When a course is designated for Honors Scholars only & you are not an Honors Scholar	Honors Restriction
When a course requires the permission of the Instructor to register	Faculty Permission Req.
When you want to take a part of a Learning Community. (This is only processed after students who need the entire LC are registered first.)	Take Part of an LC
When you want to register for two courses that have a minimal time overlap	Time Conflict
When you want to register for a class that you have previously failed or withdrawn from.	Repeat course if withdrew/failed *(only requires Registrar's Office Permission)*
When you want to repeat a course (one time) in which a C-, D+ or D was earned.	Repeat course if earned C-, D+, D *(See the Registrar's Office for guidelines)*
When you want to take two Topics courses with the same number in the same semester. (e.g. Take 2 POL 357 Topics in Politics courses in the same semester)	Take 2 Topics with Same *(only requires Registrar's Office Permission)*
When you want to add a 1-credit WRI 401 Writing-in-the-Disciplines Supplement to an existing course in order to complete the WID requirement	WRI 401 as 1 cr. Writing-in-the-Disciplines add-on *(**This form must also be signed by the Asst. Dean of General Education**)*

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Course Repeat Policy:

Any Student may repeat any course that they withdrew from or failed by completing a Course Approval Form.

Students may repeat a course one time in which a C-, D+ or D was earned, under the following rules:

- No more than one course for which a grade of C-, D or D+ was earned may be repeated in a semester.

- Course must be the same number as the original course and may not be taken as a directed study or for Pass/Fail

- The cumulative GPA reflects all grades for repeated courses and is noted on transcript; only the higher grade is calculated in the major or minor GPA.

Course Repeats only require the approval of the Registrar's Office