Office of the University Registrar

Application to Schedule Enrichment Courses Form

Undergraduate students may elect to schedule enrichment courses during a term in which the student is *not* registered in courses (i.e. on a Cooperative Education placement or a "vacation" term) subject to the eligibility requirements provided on the reverse side of this application.

Please review the rule set attached to this form as it contains pertinent information.

Courses required for the major do not qualify as enrichment courses. Approval to participate in enrichment courses must be secured from the offices listed in the approval section below. Application must be initiated in the student's academic department.

Student and Course Information:

Name _____ University ID Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Major _____ Class _____ Current GPA _____

CRN _____ Course Number _____ Section Number _____ Academic Term/Year _____

Course Title _____ Number of Credits _____

Approvals

After the following approvals have been obtained, the completed form is to be submitted to the Student Resource Center for processing.

Academic Advisor	Date	Department Head/Dean of Offering Course	Date
Academic Dean	Date	Cooperative Education Coordinator (Only if student is in a Cooperative Major)	Date

Student Resource Center
Drexel University
3141 Chestnut Street, Suite 222
Philadelphia, PA 19104
215.895.2300

For SRC Use Only

Processed by Date Proofed ☐

Revised 11/2006

Office of the University Registrar

Application to Schedule Enrichment Rule Set

Purpose

Students use this form to take a course during a term for which they are not enrolled.

Scheduling Policy

Enrichment courses may be taken during a term in which an undergraduate student is not normally scheduled to be in college. Co-operative education students may enroll in courses for enrichment purposes during terms in which they are placed in a co-op experience. Non co-operative education students may enroll in courses for enrichment during summer terms. This program does not provide for taking courses regularly required for graduation.

Enrichment courses elected by the student are made available either during normal class hours or by individual instruction. Course availability is at the discretion of the Academic Dean, Department Head, or Advisor, or the Department Head or Dean of the Academic unit offering the course.

Students may take up to nine (9) credit hours of enrichment coursework at the rate of no more than one enrichment course per non-college term with the understanding that no additional charges or graduation credit will result. This program does not permit acceleration of course requirements toward graduation.

Students requesting this option must have a GPA of at least 2.0. This requirement may be waived by the student's Academic Dean. Since this program is intended for enrichment purposes, courses listed as *required for graduation* for the major are prohibited from being scheduled. It should be noted that failures in existing coursework may not be made up under this program.

Students may enroll for enrichment courses beginning one week prior to the start of the respective term. To add, drop or withdraw from a course, use the Add/Drop/Withdraw Form, available online or at the SRC.

Effect on the Student's Record

Grades earned under the enrichment program are counted in the student's grade point average; however the credit/no credit option may be used for these courses.

A student will not receive earned credit for an enrichment course. The credits taken *will not* be included in either the student's term or overall *earned* hours. The credits will be part of the *attempted* credits for the scheduled term.

Coursework will be entered on the student's academic record by the Office of the University Registrar.

Cost

There is no additional charge for courses taken under this program