

Concurrent Enrollment Application

I, _____, am requesting to enroll in another post-secondary
Name and Student ID#

education institution for _____ while concurrently enrolled in
Quarter and Year

The Art Institute of Houston. My concurrent enrollment will begin on _____ and end
Mo/Yr

on _____ at _____. I will be enrolled in the following courses
Mo/Yr Outside Campus Name

at the outside campus:

Course Name	Course Number	Credit Hours

I understand to receive permission for concurrent enrollment I must meet the following criteria:

1. Enroll and attend 15 credit hours past the Add/Drop period at The Art Institute of Houston during the equivalent quarter(s).
2. Be in good academic standing at The Art Institute of Houston.
3. Be in good financial standing at The Art Institute of Houston.
4. Be clear of all holds.
5. Not have transferred in or received proficiency credit for more than 75% of degree requirements.

I also understand to receive credit for the outside courses I must meet the following criteria:

1. Complete a Concurrent Enrollment Form and receive approval before registration at the outside campus.
2. Earn a 'C' or better in the courses taken outside of The Art Institute of Houston.
3. Deliver the official transcript to The Art Institute of Houston's Registrar's Office within 30 days of the completion of the course. The Concurrent Enrollment Form must be on file with The Art Institute of Houston Registrar in order for the transcript to be considered.

A new form must be completed and approved before each new semester of concurrent enrollment.

 Academic Department Director/Date

 Director of General Education/Date

 Dean of Academic Affairs/Date