**Internship: Appeal to Take Additional Coursework Coinciding With Internship Hours**

Current departmental policy prohibits students completing a 12 credit hour internship from taking additional courses during the term in which the internship is completed. Policy also prohibits students completing a 6 credit hour internship from taking more than 7 additional hours.

Students, having an overall GPA ≥ 3.0, and in-major GPA ≥ 3.5 GPA, may appeal to take additional coursework while completing their internship (see Restrictions below). At a minimum, the student must submit an appeal in writing or via email (details below) the semester before they are scheduled to take their internship by the following dates:

|  |  |  |
| --- | --- | --- |
| **Semester Intern is planned** | **Deadline for Initial Meeting with Advisor Concerning Appeal**  | **Deadline to Submit Appeal Paperwork\*** |
| Spring | September 24  | October 1 |
| Summer  | February 22 | March 1 |
| Fall | April 24 | May 1 |

The appeal must be submitted to the student’s academic advisor. The appeal must contain all of the following documents

* A printout of the appealing student’s Degree Works audit
* A letter outlining the benefits of completing the additional coursework concurrently with the internship and rational for the appeal
* If available, a detailed schedule of their internship hours/schedule with times designated for the student to complete their additional courses (signed by their on-site internship supervisor), a signed letter from their internship supervisor stating that they are aware that the student is taking additional coursework and the student is allowed to take said coursework to coincide with their internship
* A current copy of the student’s resume, and the names dates and times of the additional courses the student will take.

\*The student, one week after submitting all required material, must schedule a meeting with their advisor to discuss their appeal. Students may submit their initial appeal to their academic advisor NO LATER than the dates listed in the table above.

Should the academic advisor support the student’s appeal, a vote will open up to the department faculty. A favorable vote of 51% or more of the voting faculty members (IE non-abstaining faculty) is required for the appeal to pass. 50.9999% or less and the appeal will be denied.

## Restrictions

Students completing a 12 credit internship may file an appeal to take no more than two (2) courses (be these courses one hour or more) in online format only. Hybrid, and/or traditional in person course appeals will not be considered.

Students completing a 6 credit hour internship are permitted to take up to seven (7) hours of traditional in person courses (no appeal needed). Students completing a 6 credit internship may appeal to take three (3) additional hours of coursework provided the additional course is online. Students completing a 6 credit hour internship will not be allowed to register for more than 16 total credit hours during the internship.