

CONCURRENT ENROLLMENT PETITION FORM

Concurrent enrollment, simultaneous enrollment at UMKC and any other institution of higher education, is prohibited under University policy unless approved in advance of enrollment. The School of Science & Engineering requires a petition to take a course at another institution while also enrolled at UMKC.

Students who are in an externally accredited program (any engineering discipline, computer science, information technology, urban planning and design) must complete this form to get approval to take degree required courses at another institution at any time after initial matriculation to UMKC, even in terms that the student is not enrolled at UMKC (i.e. summer).

Petitions are considered in limited situations including demonstrated scheduling conflicts, course cancellations, keeping degree completion on track, and in instances where needed courses are not offered. Submitting a petition does not guarantee approval. Concurrent enrollment in the final semester may result in a delay of graduation.

Please complete this form completely and submit to umkcsseforms@umkc.edu to request approval. Forms should be submitted at least two weeks prior to the start of the course requested. Students who plan to use UMKC Financial Aid must complete the [UMKC Consortium Agreement form](#).

NAME: _____ **ID NUMBER:** _____

ADVISOR: _____ **DATE:** _____ **SEMESTER:** _____

DEGREE/PROGRAM: _____

TO BE COMPLETED BY THE STUDENT:

CONCURRENT ENROLLMENT REQUEST: (Please limit each petition form to one request each.)

Concurrent Enrollment institution: _____

Concurrent Enrollment course number & name: _____

Concurrent Enrollment credit hours: _____ Concurrent Enrollment Term: _____

UMKC course you are requesting credit for: _____

Have you discussed taking this course with your academic advisor? Yes No

Has this course already been approved by UMKC for equivalency? Yes No

What is the instruction mode for this course? In person Online Hybrid

JUSTIFICATION: Explain why you are requesting to take classes concurrently at another institution. A course description or syllabus of the transferring course must be attached to this petition if the course has not been previously reviewed by UMKC.

Student's Signature: _____ Date: _____ Attachments

TO BE COMPLETED BY THE SCHOOL:

SCHOOL DECISION: **APPROVED** **DENIED**

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Committee Chair Signature: _____ Date: _____

DISTRIBUTION OF FORM

- Sent to: Student
 Office of the Registrar
 International Student Affairs Office
 Other _____

By: _____

Date: _____

