

# COURSES AND CREDIT LOAD

## COURSE REQUISITES, PREREQUISITES AND COREQUISITES

Requisites are defined as courses that must be completed either prior to or concurrently with the given course. Prerequisites are defined as courses that must be completed prior to enrollment in the given course. Corequisites are defined as courses that must be completed concurrently with the given course. Due to complexities in the scheduling process, requests for specific sections or instructors will not be accommodated.

### Audit Courses

Audit is a registration status that allows a learner to attend a course without receiving credit. A learner who audits a course is expected to adhere to all course, program, and institutional policies, including attendance and participation, which apply to learners taking the course for credit. Audited courses are excluded from the calculation of financial aid eligibility. Audited courses do not count toward full-time learner status, nor are they considered in the determination of continuous enrollment. Audit courses are included in calculation of the maximum credit load enrollment allowance. To audit a course, the learner must request approval from the course instructor and the Registrar and, if approved, pay the corresponding audit fee and purchase any resources required for the course.

### Maximum Credit Load

The recommended maximum load for learners is sixteen (16) semester credits, including audited courses. A learner who, under exceptional circumstances, needs to take more than sixteen (16) credits must obtain written permission from the program director and pay the applicable tuition and fees.

### Part-time Options

Part-time options are available based on transferred credit and remaining credit load. Learners who wish to pursue part-time options must inform the Registrar. General Education courses may be distributed over five (5) semesters. Once learners matriculate into nursing courses, the program must be completed according to the Program Plan in the student portal. Registration Management may make exceptions in extreme circumstances in consultation with the program director.

### Repeat Coursework

If learners fail a course that is a prerequisite for another course, they must retake and successfully pass the failed course before enrolling in the course with the prerequisite requirement. Learners who fail to successfully complete a course on the third attempt will not be eligible to continue in the academic program and will be withdrawn from the College. Learners who fail a course containing a HESI exam will be required to complete NCLEX coaching in subsequent attempts of the repeated course.

In undergraduate coursework, learners who are withdrawn from a bachelor's program or associate degree program due to three (3) unsuccessful attempts in nursing core classes may request admission to the Practical Nurse (PN) diploma program or LPN to ASN Program if the program is available in their area. Admission is not guaranteed. Learners may contact [Registration Management \(registrationmanagement@nightingale.edu\)](mailto:registrationmanagement@nightingale.edu) to verify eligibility. The learner should refer to their [Learner Funding Advisor \(fundingadvising@nightingale.edu\)](mailto:fundingadvising@nightingale.edu) for additional information about the impact on the learner's ledger and financial aid.

### Adding or Dropping Courses

During the first two (2) weeks of every academic semester, learners may register for additional courses and incur the corresponding tuition and/or fee charges. Learners also may unregister from courses and receive the corresponding tuition and/or fee credit. A Program Plan is provided to learners upon entry, which outlines the most efficient route to program completion. Because many classes are prerequisites or corequisites for other courses, dropping and adding courses at the beginning of each semester may be restricted. Learners requesting deviations from their Program Plans may contact [Registration Management \(registrationmanagement@nightingale.edu\)](mailto:registrationmanagement@nightingale.edu).

Continuing learners who withdraw within the add/drop period will be subject to the pro-rata tuition charges as outlined in the [Refund for Withdrawal](#) section of the Catalog. In addition, learners will be responsible for any applicable fees.

The deadline for adding or dropping courses is 12:00 p.m. Mountain Time on Friday of the second week of instruction in every academic semester. Learners are required to meet with a [Learner Funding Advisor \(fundingadvising@nightingale.edu\)](mailto:fundingadvising@nightingale.edu) and should consult with [Registration Management \(registrationmanagement@nightingale.edu\)](mailto:registrationmanagement@nightingale.edu) before adding or dropping courses as financial aid eligibility and/or academic progress may be affected.

*Note: During the add/drop period, the College may initiate course enrollment changes.*