

Name	<input type="text"/>	Student Number	<input type="text"/>
UNB Course	<input type="text"/>		
Requested Course	<input type="text"/>		
Institution	<input type="text"/>		
Expected start date	<input type="text"/>	Expected end date	<input type="text"/>

Please note that this application requires:

- A copy of the course outline and syllabus for review..
- To be returned to the Nursing and Health Sciences Coordinator.
- Up to 6 weeks for approval.
- Department approval that is based on relevancy to a UNB course, reasons for student's request, student's ability to manage workload.

Student agreement:

I agree to the following conditions:

- Registration arrangements and costs of the distance education course, and completion of all course work are the responsibility of the student.
- Local Nursing faculty will provide no academic support. It is the student's responsibility for arrangements for invigilation and schedule of examinations. This should be arranged through the Registrar's office.
- Timeframes and regulations will continue to apply:
 - A course taken by distance is to be completed in timelines approved for the student, regardless of the timelines allowed by the educational institution.
 - If a course is a pre-requisite for another course, a passing grade is to appear on the student's transcript before the student may proceed in the program.
 - A failing grade in a distance course replacing a local course will be counted as a failure of the course in the program.
 - Approval to take the course expires two (2) months from the date the request is approved.

Important points to keep in mind:

- A new review for equivalency will be required when the course has not been reviewed before, there has been significant change in either the distance course or the local course, or the previous review is outdated. In those instances, it is the responsibility of the student to provide all relevant documentation on the requested course. If there are significant inconsistencies between the requested course and the local required course, equivalency may not be granted even if it has been approved in the past.
- The student should not register for the course until approval has been given. If the student is approved to take a course through distance education, the Dean's office will forward this to the Registrar's Office indicating this permission so that the course may be added to the student's transcript. A copy will be sent to the student.
- In some instances, such as Open Access through UNB College of Extended Learning, an additional step of approval by the Dean is required.
- A copy of this document will be placed on the student's file in the Registrar's office and in the Department.

Request by student (be clear and specific regarding extenuating circumstances):

[Blank lines for student request]

Signature

[Signature line]

Date

[Date line]

Review for course equivalency by course instructor:

[Blank lines for instructor review]

Course assessment:

Eligible for credit

Not eligible for credit

Minimum grade required:

[Minimum grade required line]

Signature

[Signature line]

Date

[Date line]

Review by Year Coordinator:

[Blank lines for year coordinator review]

Decision:

Request approved

Request not approved

Signature

[Signature line]

Date

[Date line]

Recommendation by the Chair of the Department

The student is **approved / not approved** to take

As equivalent to

Specific conditions /
Completion date

Minimum grade required:

Signature

Date

Approval by the Dean of SASE (where required)

Request approved

Request not approved

Signature

Date

Copy to be forwarded to the Registrar's Office

Copy to be forwarded to the Department of Nursing & Health Sciences