



**CRITERIA FOR DETERMINING WHETHER TO ALLOW A RESIDENTIAL STUDENT TO ENROLL  
IN AN HPAA DISTANCE LEARNING COURSE**

*Residential Student:* Student in any residential degree program—undergraduate, master’s doctoral

*Distance Learning Course:* Any course offered through our Executive Master’s degree programs (MPH or MHA), or certificate program (CPDM, Health Care Management)

1. ***By permission only***—course instructor *and* program director must approve

2. ***Space permitting***

There are caps set on these courses. Priority for filling class seats is as follows:

- a. Students matriculated in the degree program in which the course is offered
- b. HPAA graduate students
- c. HPAA BSPH students
- d. Other graduate students
- e. Other undergraduate students

3. ***Fills a curriculum need of student***

Student should provide a brief statement as to why s/he wants to take this course, and why it needs to be taken in the distance learning format. (Simply wanting to free up time—i.e., not having to be in class during the day—is not a sufficient reason to be permitted to take a distance learning course.)

4. Because Executive Programs are financed through receipts directly and not through the normal tuition system, students will have to pay the published student credit hour charge for the course. In some cases (when students are enrolled in residential classes) this will be an additional charge to on-campus tuition.