

**APPROVAL PROCEDURE FOR INTERNSHIP COURSE FULL-TIME FINANCIAL AID
STATUS**

Requests for internship course approval for full-time Financial Aid status should be submitted to the Assistant Vice President for Academic Affairs by the college Dean. Approved requests will be forwarded to the Director of Financial Aid and Registrar for implementation. Requests will be for course approval and need to be submitted only once. Any course changes due to curriculum revision will need to be resubmitted.