

# APPROVAL TO TAKE CAMPBELL UNIVERSITY DISTANCE EDUCATION COURSES

Student's Name \_\_\_\_\_ Date \_\_\_\_\_



Campbell ID # \_\_\_\_\_ E-mail \_\_\_\_\_

Term \_\_\_\_\_ Academic Year \_\_\_\_\_

Department	SYN#	Course #	Course Name	Instructor

Students requesting permission to enroll for Distance Education courses at Campbell University should be advised of the following University Distance Education Policy. The full policy can be found on page 27 of the 2009-11 Undergraduate Bulletin. *\*Approval must be obtained from the student's faculty adviser. During the Spring and Fall Semesters the chairperson of the department where the course resides must also approve the request. All exceptions to policy must be approved by the student's Academic Dean.*

- *The requested course will not be available on the main campus during the semester in which the distance education course is requested. Furthermore, the student must demonstrate that the requested course is necessary for a timely graduation.*
- *A main campus student may enroll for no more than two Distance Education courses per semester.*
- *A minimum grade point average of 2.000 is required to register for one distance education course. A grade point average of 2.300 or better is required to register for two distance education courses in the same term.*
- *Cumulative: Students may take through distance education no more than 49% of the semester credit hours for the degree.*
- *Majors: As to courses which are specific to a particular major, no more than 49% of the major courses are to be available through distance education. The allowable hours may vary because the number of required hours varies among majors. But the workable guideline is that the total number of semester hours for a major available/offered through distance education shall not exceed 49%.*
- *Core Curriculum: A full range of general education core courses may be made available through distance education, as long as the maximum allowance of 49% for each student degree is not violated.*
- *Transfers: Regardless of the number of hours accepted in transfer, no student shall be allowed to complete through distance education more than 49% of their semester hours taken with Campbell.*
- *Students must complete 6 hours of traditional coursework before taking on-line courses.*

### IMPORTANT DISCLOSURES:

Students should be advised to read and understand the add/drop and course withdrawal procedures on page 20 in the Extended Campus Education Student Handbook available online at <http://www.campbelldc.com/documents/ECESStudentHandbook2010.pdf>  
*In addition, it is the student's responsibility to check with the University Business office to determine the tuition rates for Distance Education courses.*

(1) Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**The student whose name appears on this form has approval to take the above courses**

(2)\* Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_ Student's Cumulative GPA \_\_\_\_\_

(3)\* Department Chair's Signature \_\_\_\_\_ (not required for Summer Term) Date \_\_\_\_\_

(4) Distance Education Signature \_\_\_\_\_ Date \_\_\_\_\_

**Comments if applicable:**

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