**FALL 2013**

**MAIN CAMPUS APPROVAL TO TAKE DISTANCE EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Department</th>
<th>SYN#</th>
<th>Course #</th>
<th>Course Name (one per form)</th>
<th>Instructor</th>
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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 24 of the 2011-13 Undergraduate Bulletin.

- The requested course will not be available on the main campus during the semester in which the online course is requested. Furthermore, the student must demonstrate the requested course is necessary for a timely graduation (e.g. senior, study abroad, internships, teaching fellow, medical, etc.).
- A main campus student may enroll for no more than two online courses per semester (no matter the campus of the course).
- A minimum CU cumulative grade point average of 2.000 is required to register for any online courses.
- Cumulative: Students may take through distance education no more than 49 percent of the semester credit hours for the degree.
- Majors: No more than 49 percent of the major courses are to be available online. The allowable hours may vary because the number of required hours varies among majors. The workable guideline is that the total number of semester hours for a major available/offered online shall not exceed 49%.
- Transfers: No student shall be allowed to complete more than 49 percent of their semester hours taken with Campbell online.
- Student will reside in the following state while completing the above distance education course:

I certify that I meet all of the requirements to take the above Distance Education Course.

(1) Student Signature __________________________ Date: __________________

**ATTENTION ACADEMIC ADVISER**

- Students should be advised of the add/drop and course withdrawal procedures (Drop Dates: Fall I Aug 5th – Au 12th and Fall II Oct 7th –Oct 15th) Adds, drops, and withdrawals must be completed in person or in writing to disted@campbell.edu.
- It is the student’s responsibility to contact the University Business office for tuition rates for Distance Education courses.
- Approval must be obtained from the student’s faculty adviser, the adviser’s chair, and the chairperson of the department where the course resides.
- All exceptions to policy must be approved by the student’s Academic Dean in the Comments/Exceptions section (low GPA, >2 online courses per semester, etc.).

The student whose name appears on this form meets the requirements and has approval to take the above courses.

HOURS COMPLETED ______ NUMBER HOURS CURRENTLY ENROLLED ________ CU CUMULATIVE G.P.A. ______

CLASSIFICATION  ☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior  ANTICIPATED GRADUATION DATE ______

(2) Adviser Signature ____________________________________________ Date: __________________

(3) Adviser Justification ____________________________________________________________________________________________

                                                                                                           __________________

(4)*Adviser Chair Signature __________________________________________________________________________________________ Date: __________________

**ATTENTION DEPARTMENT CHAIR**

(5)*Department Chair Signature _______________________________ Date __________________

(6) Distance Education Signature _______________________________ Date __________________

Comments/Exceptions: __________________________________________________________________________________________

* All signatures are required for fall and spring terms. Incomplete forms not accepted.
* Bring completed form to the Extended Programs and Distance Education Building (79 Bolton Rd) to Mrs. Blackmon.
* Students are encouraged to retain a copy for their records. Copies will not be made in the Distance Education Department.