# Main Campus Approval to Take Online Education Courses

Complete all areas in **orange**. All signatures are required for fall and spring terms. Incomplete forms not accepted.

Students requesting permission to enroll for Online Education courses at Campbell University should be advised of the following University Online Education Policy. The full policy can be found on page 35 of the 2013-15 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).
- Cumulative: Students may take through online education no more than 49 percent of the semester credit hours for the degree.
- 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 online education course: __________

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

(1) Student Signature ______________________________________________________________ Date: __________________

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## Attention Academic Adviser

- Students should be advised of the add/drop and course withdrawal procedures (Drop Dates: Spring I Jan 5-12 and Spring II Mar 9-16). Adds, drops, and withdrawals must be completed in person or in writing to online@campbell.edu. Students failing to drop will be financially responsible for the course and will be issued a grade.
- It is the student’s responsibility to contact the University Business office for tuition rates for Online 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 (>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 __________________________________________________________

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________________________________________________________________________________

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(4) Adviser Chair Signature ____________________________ Date: __________________

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## Attention Department Chair

(5) Department Chair Signature ______________________________________________________ Date: __________________

(6) Online Education Signature _____________________________________________________ Date: __________________

**Comments/Exceptions:** ___________________________________________________________

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*Students are encouraged to retain a copy for their records/date reference. Copies will not be made in the Online Education Department.*