\*\*Department Advisor – Please put the following information on your department letterhead\*\*

**SACM INFORMATION REQUEST FOR TAKING AN ONLINE COURSE**

**STUDENT FULL NAME: Saudi ID#:**

**STUDENT WID:**   **DEGREE LEVEL:**

**CURRENT MAJOR:**

1. **Requested online course** (this also includes hybrid, blended, web-enhanced, EVENING class and any class that is NOT traditional face-to-face instruction style):

Course Number:

Course Title:

Number of Credits:

Term:

1. Is this course required in the student’s program of study?
2. Is there an available alternative face-to-face course?
3. Is this course also offered in traditional face-to-face instruction style?
4. Could the course be taken in upcoming terms without a schedule conflict?
5. Will graduation be delayed if this course is not taken in the term requested?
6. Has the student mentioned above **previously** taken any classes that are online, hybrid, blended, web-enhanced, or any class that is not offered in traditional face-to-face style? If yes, please provide the information requested in section C below
7. **Previously** taken online classes, if any (this also includes hybrid, blended, web-enhanced, and any class that is not offered in traditional face-to-face style):

Course Number: Course Title: Credits: Term:

Course Number: Course Title: Credits: Term

Course Number: Course Title: Credits: Term

Course Number: Course Title: Credits: Term

1. Comments (optional):

Academic Advisor Name:

Please send **financial support letter authorizing the above course** to elguina@ksu.edu.

\*\* DEPARTMENT: Please place signature block\*\*