

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

SACM INFORMATION REQUEST FOR TAKING AN ONLINE COURSE

STUDENT FULL NAME:
STUDENT ID:

DEGREE LEVEL:

Saudi ID#:
CURRENT MAJOR:

- A. **Requested online course** (this also includes hybrid, blended, web-enhanced, and any class that is NOT traditional face-to-face instruction style):
Course Number:
Course Title:
Number of Credits:
Term:

- a. Is this course required in the student's program of study? Yes: No:
b. Is there an available alternative face-to-face course? Yes: No:
c. Is this course also offered in traditional face-to-face instruction style? Yes: No:
d. Could the course be taken in upcoming terms without a schedule conflict? Yes: No:
e. Will graduation be delayed if this course is not taken in the term requested? Yes: No:

- B. 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
YES: NO:

- C. **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:
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Course Number:	Course Title:	Credits:	Term:
Course Number:	Course Title:	Credits:	Term:

- D. Comments (optional): Academic Advisor Name:

Please send **Online Financial Guarantee** to zwendy@ksu.edu.

** DEPARTMENT: Please place signature block**