



## Request to Take Online Course for Students from Saudi Arabia

### Online Course Policy

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The Saudi Arabian Cultural Mission (SACM) has informed Grand Valley State University that they will not pay for any entirely internet / online-based courses (typically indicated in the class schedule) which they have not first approved. For that reason, all sponsored Saudi students must obtain approval through the process described below, or pay for the classes themselves.

### Exception Process

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SACM has identified three exceptions to the policy. Students may be granted permission to take fully online courses:

- If the course is required and only offered online
- If waiting until a later semester to take an on-campus section of the course would delay your graduation
- If the student chooses to pay for the class himself/herself

### Step 1: Request Form

Complete the attached form to request an exception to the online course policy.

### Step 2: Degree Progress Report

Graduate students must consult with their Graduate Advisor.

*Exception: If you will pay for the course yourself, this step is not required.*

### Step 3: Submit

Submit the attached form to the International Student Advisor (Kate Stoetzner).

### Deadlines

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**Spring / Summer: April 1**

**Fall: June 1**

**Winter: October 1**

In order to have sufficient time for SACM to process your request students are encouraged to request exceptions by the deadlines above. Students may not be enrolled until they receive approval from SACM, unless they choose the self-pay option.

### After Approval of an Exception

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If approved by SACM, an International Advisor will notify the Registrar's Office, the Student Accounts Office as well as the student's Academic Advisor.

# Request to Take Online Course for Students from Saudi Arabia

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Major: \_\_\_\_\_

GVSU ID Number: \_\_\_\_\_ SACM ID Number: \_\_\_\_\_

Course requested for:

<input type="checkbox"/> Winter 20__	<input type="checkbox"/> Spring/Summer	<input type="checkbox"/> Fall 20__
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Anticipated Graduation Date: \_\_\_\_\_

Student's Phone #: \_\_\_\_\_ Student's E-Mail Address: \_\_\_\_\_

## REQUESTED ONLINE COURSE(S)

Class numbe	Subject &	Sec	Course Title	Credit s	Fall, spring/summer,

Reason for Exception request (Mark all that apply):

**I was previously approved for an online course but was not able to take it.**

Course meets a graduation requirement

Course is only offered online during the requested term

Waiting until a later semester to take an on-campus section of the course would delay graduation. **Please attach list of all the courses you intend to take between now and graduation.**

<b>How many approved online courses have you taken?</b>	<b>1</b>	<b>2</b>	<b>0</b>
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<input type="checkbox"/> <b>I will pay for the course myself (No academic advisor signature required).</b>
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<b>Student</b>		Date:
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Comments:

<b>Academic Advisor Approval:</b>	
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