



Bluegrass Community & Technical College

ONLINE COURSE APPROVAL FORM

If it is necessary for a student to take more than the allotted number of online course credit hours, the student should meet with their International Student Advisor to complete this form. The completion of this form does not guarantee approval of taking online courses. Please return this completed form to the International Student Services Office.

Please note that students receiving scholarship from the Saudi Arabian Cultural Mission are ineligible to take any online courses without a letter of approval from the SACM advisor.

STUDENT INFORMATION

Last Name: _____

First Name: _____

BCTC ID: _____

Major: _____

ADVISOR INFORMATION

Advisor Name: _____

Semester/Year _____

Is Advisee Full-Time (without online course approval)?

- Yes
 No

Has student previously been approved for online courses?

- Yes
 No

Which courses do you, the advisor, propose the student complete online?

Total Number of Hours for Online Courses _____ Total Number of Face-to-Face Hours _____

Are the requested online courses offered face-to-face?

- Yes
 No

Is Advisee making progress towards their academic goals? (i.e. in good academic standing, etc.)

- Yes
 No

Further Information Pertinent to Approval:

FACULTY PLAN

Course #1:

Faculty Name: _____

Course Taught by Faculty _____

Plan of Action (agreed upon by the student, advisor, and faculty)

Course #2:

Faculty Name: _____

Course Taught by Faculty _____

Plan of Action (agreed upon by the student, advisor, and faculty)

Course #3:

Faculty Name: _____

Course Taught by Faculty _____

Plan of Action (agreed upon by the student, advisor, and faculty)

STUDENT & ADVISOR SIGNATURE

I, the student, agree to the terms mentioned above concerning my online coursework. If approved, I understand that I must remain in contact both with my advisor and faculty to ensure that I am meeting the necessary requirements.

Student Signature

Date

Advisor Signature

Date

