



Vanguard Online Course(s) Application (On Campus Student)

PART 1: APPLICATION BY STUDENT

Student: _____ Student ID #: _____
 Vanguard Program: _____ Cumulative GPA: _____

Online Course	Start Date	Completion Date

NOTE: Online courses begin on the 15th of every month and are four months duration

Rationale for taking course(s):

I understand in signing this form that:

- On Campus Students requesting Online courses are required to have a cumulative GPA of **2.0** and cannot be on Academic Probation.
- On Campus students approved to take more than one Online course require a cumulative GPA of **2.3**
- Students with a cumulative GPA between **2.0** and **2.29** may take only one Online course at a time.
- Students with a cumulative GPA below **2.0** will be reviewed by the Academic Dean, Program Director and Online Director.
- Approval must be given by the Academic Dean/Registrar (and Program Director, if necessary) in order for on-campus students to register for Online courses.
- On-campus students will not be allowed to take an Online course that is offered in the same semester. Exceptions may be made if there is a course conflict.
- In the event of a course conflict, the following formula is used to determine which course shall take precedence to be taken in-class:
 - The senior course, be it core or elective, shall take precedence over a freshman/junior level course, and must be taken in class.
 - If both courses are senior level, program-specific courses take precedent to be taken in class.
 - Courses offered on rotation that will not be available for the remainder of the student's tenure take precedent to be taken in class.
- Online courses follow the same drop policy as on campus courses.
- Course starts of August, September and October 15th will count toward the students' Fall Semester course load.

Signature of Student: _____ Date: _____

PART 2: APPROVAL BY ACADEMIC DEPARTMENT

Conditions:

Signature of Academic Dean/Registrar: _____ Date: _____

PART 3: REGISTRATION PROCESSED

Signature of Academics: _____ Date: _____