

Students are responsible for completing this form as indicated. After all signatures are affixed, forms should be forwarded to the Office of the Registrar for processing. Specific restrictions may apply. See college/department for additional information.  
Late requests may incur late fees.

Term \_\_\_\_\_ Date of Request \_\_\_\_\_ Deadline for Late Fee \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID No. \_\_\_\_\_  
(first) (last)

College \_\_\_\_\_ Major \_\_\_\_\_ Major Code \_\_\_\_\_

I REQUEST APPROVAL TO TAKE THE FOLLOWING COURSE/S ONLINE

Undergraduates may take a maximum of four online courses during pursuit of an undergraduate degree at Florida Tech. Specific restrictions may apply. See college/department for additional information. The recommended course load in an 8-week term is no more than two courses.

Prefix \_\_\_\_\_ Course No. \_\_\_\_\_ Course Title \_\_\_\_\_

Prefix \_\_\_\_\_ Course No. \_\_\_\_\_ Course Title \_\_\_\_\_

By signing this form, the student indicates that s/he has been informed that the online courses are 8-weeks in length, are accelerated and use the University Alliance Learning Management System (LMS). It is the student's responsibility to know the withdrawal dates, as deadlines for 8-week online courses differ from those for on-campus courses.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

REGISTRAR'S USE ONLY

Processed by \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION

- Original – Registrar's Office
- Copy – Student's Major Department