

EXTRA CLASS APPROVAL FORM

This form outlines the policy and procedure for requesting extra classes for the Online BA Sociology Degree Completion Program.

ONLINE BA SOCIOLOGY

The standard schedule consists of two 8-week, 3 unit classes taken consecutively. The Online Degree Completion Program is offered in cohort format and offers each cohort a pre-determined schedule to progress through to graduation. Students may request to take up to 2 classes in addition to their regularly scheduled class sections for their cohort during each term. The extra class(es) must be classes which are already part of the Online Program's course schedule and therefore, the student would take the class(es) along with a different cohort.

Requirements

A student must meet the following requirements in order to make a formal request to take more than one class in a term:

1. Completion of a minimum of 2 courses in the program with a B average AND no lower than a grade of a C+ in any program course.
2. A cumulative GPA of 2.75.

A student who wishes to take more than one class in any particular term must complete the below request form. In addition to meeting the above requirements, the student must complete the following steps, as reflected on the request form, in order to obtain approval of his/her request:

- Use the Online Sociology Term Schedule provided in the registration email to select desired additional course.
- Provide course numbers, sections, instructors, and terms associated with the courses on the request form.
- Write a brief explanation about why he/she would like to enroll in the requested classes.
- Write a brief explanation about how he/she will manage the increased course workload.
- Obtain a positive recommendation from the Academic Coordinator.
- Once you've completed the form, please upload it to the Titanium Advising Community.

Disclaimer: If the request to take extra courses is approved, the student's overall program course schedule will be altered. Furthermore, the student's financial aid may be altered. A minimum of 6 units per term are required to maintain financial aid. It is the student's responsibility to make sure that any alterations to their program schedule do not affect their ability to meet financial aid unit minimums each term. In addition to the student's academic readiness, these two issues should be discussed with the student during the advisement meeting with the Academic Advisor.

**Due to the nature of the program a digital signature and/or virtual advisement is acceptable to complete this form

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Name: _____ Date of Request: _____

CWID: _____

Please list the extra class(es) in which you would like to enroll:

<i>Course #</i>	<i>Section</i>	<i>Course Name</i>	<i>Instructor</i>	<i>Proposed Term</i>	<i>*Cohort Term</i>

Please briefly explain why you would like to take the course(s) listed above:

Please briefly explain how you will manage an increased workload:

Academic Coordinator Approval

Please have the Academic Coordinator complete below:

Extra Class Request is: Approved Denied

Academic Coordinator (Printed Name): _____

Academic Coordinator (Signature): _____

Date of Approval: _____