*Fill out this form electronically, obtain signatures, and submit the complete form to the Registrar’s Office (**registrarsoffice@houghton.edu* *or drop off at the Registrar’s Office).*

**Name:**   **CWID:**

**Date:**

**Semester/Year for Exemption:**

1. Which online courses would you like to take (include course ID and course name)? Click or tap here to enter text.

2. Are you planning to take any residential courses? Click or tap here to enter text.

3. Provide support and discussion for taking more than 2 online courses in a semester: Click or tap here to enter text.

**Associate Provost:**

[ ]  I support this exemption

[ ]  Request noted, without recommendation

[ ]  I do not support this exemption

**Name (typed):**Click or tap here to enter text.

**Signature:**

**Area Dean:**

[ ]  I support this exemption

[ ]  Request noted, without recommendation

[ ]  I do not support this exemption

**Name (typed):**Click or tap here to enter text.

**Signature:**

**Registrar:**

[ ]  I support this exemption

[ ]  Request noted, without recommendation

[ ]  I do not support this exemption

**Name (typed):**Click or tap here to enter text.

**FOR OFFICE USE ONLY**

[ ]  Exemption denied

[ ]  Exemption granted, with stipulation

[ ]  Exemption granted

**Date:** Click or tap here to enter text.

**Signature:**

**POLICY ON HYBRID AND ONLINE COURSES**

Residential and nonresidential main campus students may take up to two Houghton Online courses during each of the fall and spring semesters. Students may petition for exemption from the two-limit rule in exceptional circumstances. All exemptions must be approved by the dean of the relevant area, the Associate Provost, and the Registrar. Residency requirements remain in effect for residential students. Financial aid will be adjusted for students dropping from full-time to less than full-time status. Any switch between online and main campus programs will become effective at the start of the subsequent semester. Houghton University students will be billed according to their registered program, not the location/delivery method of the course(s) chosen. Students should contact the Student Financial Services Office to discuss ramifications of dropping/withdrawing from a course. Exceptions may be granted to former students who have not matriculated in a main campus program for one year or more to complete their final 18–24 credit hours via online program courses. Note: This policy excludes Summer Main Campus Online courses, which are offered at a separate rate. It is not necessary to petition/switch programs when taking multiple summer online courses.