



# Office of the Registrar

## Petition to Take Two Online Courses

This form is to be used to request an exception to the policy that undergraduate students, not enrolled in a major that uses consortia courses, may take only one online course per semester (fall & spring) during the academic year. Please provide information in careful detail, obtain the signature of your faculty advisor and the faculty chairperson of the department of that advisor, and submit to the Office of the Registrar (registrar@wittenberg.edu).

**Student Name:** \_\_\_\_\_  
Last First MI ID#

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**List the two online courses you are planning to take:**

**Online Course #1**

**Semester:** \_\_\_\_\_ **Course Prefix & Number:** \_\_\_\_\_ **Section Number:** \_\_\_\_\_

**Online Course #2**

**Semester :** \_\_\_\_\_ **Course Prefix & Number:** \_\_\_\_\_ **Section Number:** \_\_\_\_\_

<b>Please explain why you feel you must take two online courses:</b>

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Advisors and Chairs - Only sign this form if you fully support the student taking two online courses in one semester. If you feel the student has other options besides taking two online courses in one semester, please advise the student accordingly.*

**Faculty Advisor Printed Name** \_\_\_\_\_

**Faculty Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Chair Printed Name** \_\_\_\_\_

**Department Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

OFFICE OF THE REGISTRAR USE ONLY	
<b>Date processed:</b> _____	<b>Processed by:</b> _____