



Online Education

1 800 626-5525, ext. 4316 - boyceonline@sbts.edu - www.boycecollege.com/online

Instruction for Completing the Boyce Online Early Registration and/or Multiple Course Exception Petition for on-campus students

1. Read the criteria below to determine your eligibility for approval. Please do not submit a petition form if you do not clearly meet the criteria.
2. Complete the petition form and return it (2nd page only), to Boyce College Online Office HCC 200 or fax back to 502-897-4812. Include as much pertinent information as possible. The Associate Vice President may ask for additional information for further clarification.
3. Our office will inform you whether your petition has been approved or not approved.
4. If approved, you must still register for the course or courses in compliance with all other registration policies.

Criteria for Granting Early Registration and/or Multiple Course Exceptions to on-Campus Students for Boyce Online Courses

The following circumstances will be grounds for considering student requests for exception from the Boyce College Online policies preventing on campus students from registering for online courses before the course begins and/or preventing on campus students from taking more than one online course per semester. Note that the presence of one or more of these circumstances does not automatically guarantee the granting of an exception. Each student's request will be considered individually.

1. The course is necessary to complete the on campus student's graduation requirements. The student must be eligible for graduation at the end of the semester in which the course is being offered. In addition, the course must not be offered in its on campus form during that semester or, if it is, there must be an unavoidable schedule conflict with another required course.
2. The student commutes 120 miles or more one way in order to attend on campus courses.
3. The student is suffering a physical injury, disease, or disability limiting their ability to attend on campus courses.
4. The student has firmly established plans to move away from the Louisville area (more than 120 miles) during the semester in which the course is offered.
5. The appropriate Dean or the Associate Vice President determines that the student has experienced some extraordinary circumstance predicating the need to register early. Full time employment does not qualify as an extraordinary circumstance.



**Boyce College Online Early Registration and/or
Multiple Course Exception Petition for on-Campus Students**

Semester _____

Name of Student _____

Student ID _____

Student Phone # _____ E-mail _____

Physical Address (no P.O. Box) _____

How many miles do you live from Southern Seminary? _____

Anticipated date of Graduation _____

Online Course _____

Reason for exception request (If this is a request for permission to take multiple online courses during the same semester, please prioritize the courses requested numerically):

I hereby proclaim that the written statements are factual and true to the best of my knowledge.

Student Signature: _____ Date _____

Evaluation (to be completed by Associate Vice President):

I approve do not approve this petition.

Associate Vice President Signature: _____ Date _____