Online Course Policy
The Saudi Arabia Cultural Mission (SACM) has informed California State University, Chico that they will not pay for any fully online courses which they have not first approved. For that reason, all sponsored Saudi students will be blocked from enrolling in fully online courses. This is typically indicated in the class schedule with the notation “Entirely internet based.”

All sponsored Saudi students will be blocked from enrolling in online courses, or disenrolled from any fully online courses, unless they have advance approval from SACM, obtained through the process described below or pay for the class themselves.

Exception Process
SACM has identified three exceptions to the policy. Students may be granted permission to take fully online courses if:

- If the course is required and only offered online
- If waiting until a later semester to take an on-campus section of the course would delay your graduation
- If the student chooses to pay for the class himself/herself

Step 1: Request Form
Complete the attached form to request an exception to the online course policy.

Step 2: Degree Progress Report
Undergraduate students must meet with an Evaluator (Student Services Center, Room 120). Verify the remaining courses that you need to graduate and ask the evaluator to sign your form. Graduate students must consult with their Graduate Coordinator.

Exception: If you will pay for the course yourself, this step is not required.

Step 3: Submit
Submit the attached form to the International Student Advisors (Student Services Center, Room 440).

Deadlines
Students are encouraged to request exceptions as soon as possible. Students may not enroll until they receive approval from SACM, unless they choose the self-pay option.

After Approval of an Exception
If approved by SACM to take an online course, one of the international student advisors will need to override the block on enrollment and enroll you in the course. Please contact James or Katherine at the address below.

International Student Advising, Student Services Center 440
California State University, Chico
Chico, California 95929-0680
Phone: 530-898-5415
Fax: 530-898-6889
Updated: 05/04/2011
Request to Take Online Course for Students from Saudi Arabia

Last Name: ________________________________  First Name: ________________________________

Middle Name: ________________________________  Major: ________________________________

Chico ID Number: ________________________________  SACM ID Number: ________________________________

Term Requested: ________________________________  Anticipated Graduation Date: ________________________________

Student’s Phone #: ________________________________  Student’s E-Mail Address: ________________________________

REQUSTED ONLINE COURSE(S)

<table>
<thead>
<tr>
<th>Class number</th>
<th>Subject/Number</th>
<th>Sec</th>
<th>Course Title</th>
<th>Units</th>
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Reason for Exception request (Mark all that apply):

_____ Course meets a graduation requirement
_____ Course is only offered online during the requested term
_____ Waiting until a later semester to take an on-campus section of the course would delay graduation. Please attach list of all the courses you intend to take between now and graduation.

_____ I will pay for the class myself (No evaluator/graduate coordinator signature required)

Comments:

Evaluator/Graduate Coordinator Approval:

For International Student Advisor use only:
Documents received: _______ date  Comments:

Letter sent to SACM: _______ date

SACM approval: _______ date

Course Enrollment: _______ date