



LOUISIANA STATE UNIVERSITY

Online & Continuing Education

Online Distance Learning

Online Distance Learning (ODL) College Approval Form

If you are in a degree program at an LSU System university or Nicholls State University, your college counselor or dean must sign this form, signifying approval of the courses listed below. Students attending other universities are advised, but not required, to do so. Return the completed form to answers@outreach.lsu.edu.

LSU ID _____

Student Name _____

(Print) Last First Middle

Telephone _____ E-mail _____

Courses:

Department	Course Number	Course Title	Credit Hours

By signing this form, I understand that I am subject to the College Deadline.

Student's Signature _____ Date _____

Important notice to counselors and students. ODL policy requires a student to be enrolled in a course for at least four weeks before the student may take a final exam. The enrollment periods begins as soon as a student enrolls in a course.

In practical terms, due to the need for exam scheduling, grading, etc., students will need *at least four or more weeks* to complete a course. Please take that into consideration when setting the college deadline.

College Approval

The counselor or dean may allow the student to have the full enrollment period (six months from enrollment date) for the course or specify a more restrictive deadline. No extension will be granted without further approval. Please indicate the deadline that will apply to these courses:

Standard enrollment period Other _____
(Specify date)

Name of Counselor or Dean _____
(Print)

Signature of Counselor or Dean _____ Date _____

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