Distance learning classes offered by other institutions in the Indiana College Network (ICN) are made available to Purdue students through the Distance Learning Center in Stewart Center to enable students to continue studies which are vital to their progress toward graduation. Learning Center staff will register Purdue students for ICN classes based on the student certifying that all available campus options (Purdue-originated distance courses and regular classes) have been explored and no alternatives are available, or that special and/or extenuating circumstances (enumerated below) exist for the student. A completed Form 23 must accompany this authorization form when the student visits the Learning Center to register.

Note: Learning Center staff reserve the right to decline to place a student in an ICN section if a Purdue-originated section has space available. Learning Center staff do not guarantee that any desired ICN will be available. Learning Center staff will not register students in any Purdue-originated section; students must enroll themselves through myPurdue. Learning Center staff will not enroll a student in a substitute course without authorization from the student’s Academic Advisor via a Form 23.

Student’s Request: Please check the reason you are requesting to be enrolled in an ICN course.

_____ I request to be placed in an ICN course section because no alternative regular campus or Purdue-originated distance learning section of the course is available.

_____ I am making the request to be placed in an ICN section because of one or more extenuating circumstance(s) indicated below:

  o I have a condition that would interfere with regular class attendance.
  o I will be away from campus to fulfill a military obligation or to participate in Study Abroad, an internship, or cooperative education.
  o I must meet family commitments such as care of a dependent child or a parent.
  o I’m a candidate for graduation at the conclusion of this term and require the course to be able to graduate.
  o I must carry 12 credit hours to maintain international student status, scholarship eligibility or financial aid.
  o I am an athlete whose practice and/or competition schedule interferes with regular class attendance.
  o I must work to pay my tuition, so I need flexible hours to accommodate my work schedule.
  o Other extenuating circumstances. (Please explain below.)

I have discussed the pros and cons of taking a distance learning course with my academic advisor, see next page.

____________________________________  __________________________________
Student’s Signature                           Date

FOR CANDIDATES ONLY:

I am fully aware that electing to enroll in a distance learning course through ICN during my last semester at Purdue could delay my graduation. I understand this delay would result in additional degree only fees to have my degree posted and my diploma sent to me.

____________________________________  __________________________________
Student’s Signature                           Date

____________________________________  __________________________________
Advisor’s Signature                           Date
1. One of the most cited issues with online courses for students is the tendency to procrastinate. In general, the online environment lends itself quite easily to putting things off and many students get way behind in their assignments. As evidence, the majority (~70%) of Purdue students taking open-enrollment courses finish with Incompletes, Withdraws or Fs.

2. Another challenge with online courses is ensuring the materials are understood; that is, many courses are designed such that the student is reading and/or listening to many different pieces of information, so it is important to grasp the “concepts” implied in a course. To avoid this potential issue, students must quickly recognize when they need assistance. Therefore when asking questions be concise with the instructor when using email.

3. Many students believe online courses are easier and there is little evidence to support this notion.

4. Students taking online courses through the Indiana College Network (ICN) should be aware of some inherent challenges with these courses, specifically grades. In order for a student to have their degree posted and receive a diploma for a given semester, grades for all courses must be received by the final date for posting degrees. If grades are received after this date, the student will have to sign up for Degree Only and pay Degree Only fees in order to have his/her degree posted for the next subsequent graduation date. Once the degree is posted, the registrar will send the student the diploma.

5. Additional resources can be found at https://www.continuinged.purdue.edu/distance/takingcourses.asp