

## DISTANCE LEARNING POLICIES

### *ELIGIBILITY:*

1. The student must have earned at least 62 semester hours.
2. The student must also have a minimum cumulative GPA of 3.0 to take a Distance Learning course.
3. Consideration will be given to non-traditional students who do not meet the semester hour and GPA requirements.
4. **The student must have a valid and active email account.**
5. **The regular refund and withdrawal policy will apply to withdrawing from all Distance Learning courses.**

### *APPLICATION PROCEDURES:*

1. Request a permission form from the Registrar's Office
2. Have the form signed by your Advisor and the Academic Dean.
  - *Biblical Language Tools does not require any signatures if the student meets the hour and GPA requirements.*
3. Return permission form to the Registrar's Office.

### *BLACKBOARD LOG IN:*

1. There are many Blackboard sites on the Internet. To ensure you are accessing the correct site use the link from the Eagle Home Page (<http://home.ccuniversity.edu>)
2. Students will use their CCU ID number as their username and password to log onto Blackboard.
3. Contact the Registrar's Office at [don.thomason@ccuniversity.edu](mailto:don.thomason@ccuniversity.edu) if you have any difficult logging onto Blackboard.
4. Contact the professor for questions about the class or assignments.

*Cincinnati Christian University*  
**PERMISSION FOR DISTANCE  
LEARNING COURSE**

**ID #**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Term/Completion Date

\_\_\_\_\_  
Dept/Course #

\_\_\_\_\_  
Title

\_\_\_\_\_  
Hours

\_\_\_\_\_  
Current Email Address\*

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Academic Dean

*REGISTRAR USE ONLY*

Hours Earned: \_\_\_\_\_

CUM GPA: \_\_\_\_\_

Through Term: \_\_\_\_\_

Current Hours Enrolled: \_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

Registration Date: \_\_\_\_\_

Initials: \_\_\_\_\_

***\*A VALID EMAIL ADDRESS IS REQUIRED FOR PARTICIPATION IN AN ONLINE COURSE.  
IF YOU DO NOT PROVIDE ONE, YOU WILL NOT BE REGISTERED FOR THIS COURSE.***