

Flexible Learning Course Approval

Directions for UF students seeking enrollment approval in a Flexible Learning course: Email the **advisor-signed**, completed form to learn@dce.ufl.edu. Flexible Learning will confirm the student is below the two (2) course limit as well as provide final approval. Once you receive approval from our office, go to the UF Flexible Learning website and self-register for the course(s).

Section I: To Be Completed By Student

Course Number & Title _____

Student's Name & UFID _____

Student's Email Address _____

Student's Phone Number _____

Date & Semester of Intended Enrollment _____

Do you plan to count this course toward UF degree requirements? _____

What is your expected term of graduation? _____

Section II: To Be Completed by College Advisor: Advisor certifies the student has no other campus or online course option, and meets at least one of the following criteria:

- The student has a health concern
- There are circumstances preventing the student from physically being on campus and the course is not offered online
- The student requires off-calendar, flexible format solution for an "unusual circumstance." Such a circumstance would include but are not limited to health, work, or other events, which make resident attendance not possible.
- The student wishes to increase the number of enrolled credits within a given semester for the purposes of expediting time to degree completion
- To maximize financial aid awards where additional enrollment is only made possible by a flexible format
- Other extenuating circumstances

Visit our website to view [policies](#) regarding Flexible Learning courses.

The reason for this approval is:

Signatures Required. Flexible Learning will process approvals for all UF students.

College/Major

Position/Title of Academic Advisor

Academic Advisor (Printed Name & Signature)

Email

Date