



Request for Course Attendance via Zoom

Please use the application below to request permission to participate in a BTSR course via use of the Zoom technology platform. The following policy and procedures govern Zoom access:

1. Per regulations from our accrediting agency, the Association of Theological Schools, courses taken via Zoom are considered online courses. For D.Min., M.Div., and MCM degrees, students can take no more than 2/3 of coursework online. Students must monitor their degree audits carefully to assure that they meet the 1/3 residency requirement for the D.Min., M.Div., and MCM degrees.
2. Students must request and receive permission to use Zoom technology for class attendance at least two weeks before the first day of class. Exceptions to this policy, such as a mid-semester injury or illness that keeps a student homebound, will be evaluated on a case-by-case basis by the Academic Dean.
3. Students must have access to computer hardware and software that meet the Zoom requirements found at <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>.
4. Please submit your request to the course professor at least two weeks prior to start of term, who will then forward it to the Academic Dean.
5. The course professor reserves the right to limit the number of students joining a given class via Zoom technology.
6. First priority will be given to students with ADA accommodations.
7. Students living one hundred or more miles from the BTSR Villa Park campus are eligible to apply for Zoom access for coursework.
8. Students may only participate in two courses via Zoom per semester.

Student Name:	Phone:
Email address:	
Course for which I am requesting Zoom access:	
Course ID#	Course Title:
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring Academic Year:
Specific reason for Zoom request:	
Date received by course instructor:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor Signature:	
Date received by Academic Dean:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Dean Signature:	