



SACM LETTER REQUEST FORM



Student Information

Last Name:

First Name:

CSU Student ID #:

Student E-mail:

SACM Advisor Information

Last Name:

First Name:

Advisor E-mail:

SACM Student ID #:

SACM Letter Type

| | SACM Letter Type and Content | SACM Letter Source |
|--------------------------|---|-------------------------|
| <input type="checkbox"/> | Online Course Permission <i>Letter must include:</i> <ul style="list-style-type: none">Name of Course, Number, & Credit HoursSemester & year course registered, reason for taking online coursePrevious online hours, courses title, credits hours, & year enrolledIs the online course the only option for the student?Is the course offered Face to Face? | Academic Advisor |
| <input type="checkbox"/> | Scholarship Extension & Academic Progression <i>Letter must include:</i> <ul style="list-style-type: none">Total credit hours for degree completionHours completed, hours remaining, number of hours transferredExpected date of graduation, number of courses, hours, credits, and years enrolled | Academic Advisor |
| <input type="checkbox"/> | Change of Major <i>Letter must include:</i> <ul style="list-style-type: none">Admission to new major, Number of hours transferred to new majorRemaining hours to complete new major | Academic Advisor |
| <input type="checkbox"/> | Cross Enrollment <i>Letter must include:</i> <ul style="list-style-type: none">Credits from other university are approved and transferableReason for cross enrollment | Academic Advisor |
| <input type="checkbox"/> | Conference Attendance/Study Abroad <i>Letter must include:</i> <ul style="list-style-type: none">Conference is directly related to the students major and approved by advisor | Faculty Advisor |
| <input type="checkbox"/> | Tutoring <i>Letter must include:</i> <ul style="list-style-type: none">Instructor of course recommending the need for tutoring | Course Instructor |
| <input type="checkbox"/> | Degree Confirmation <i>Letter must include:</i> <ul style="list-style-type: none">Confirmation that degree was completed and date of completion. | Campus 411 / All-in-One |

- All requests for a SACM letter must include this completed Form; letter requests that do not include this Form will not be processed.
- All SACM Letters must be printed on University letterhead and signed in blue ink.
- All letter requests should be dropped off in person at the SACM Letter Source Office.
- SACM Letters will be sent directly to the student via email attachment (PDF).
- SACM students must send the letter via email attachment via the SACM web portal.

Please allow 2 business days (48 hours) for this letter request to be processed.