

APPLICATION FOR SPECIAL ARRANGEMENT

1. Please print the information requested below.
2. Obtain approving signatures.
3. Submit the completed application to the Office of the Registrar in Liberal Arts Hall 103.

Student's Name: _____

Student ID# _____ Course ID: _____

Credit Hours: _____ Term & Year _____

Grading Options: Letter Grade: _____ Pass/Fail: _____

TO BE COMPLETED BY THE FACULTY OF RECORD

Provide a rationale to explain why the course is being taken by special arrangement.

Explain how the course will be taught following the bank of information given in the current catalog.

Describe the arrangement for meeting with the student (include dates)

Outline the evaluation strategies to be used in grading the work for the course.

SIGNATURES:

Student Signature

Date

Department Chairperson

Date

Faculty of Record

Date

THIS DOCUMENT MUST BE RECEIVED ON OR BEFORE THE LAST DAY OF THE TERM'S DROP/ADD PERIOD AND FILED IN THE REGISTRAR'S OFFICE BEFORE IT BECOMES OFFICIAL.

OFFICE USE ONLY (Revised 9/2018)

Course ID: _____

Date Processed: _____