

# REQUEST FOR A SPECIAL OFFERING OF A CATALOG COURSE



REGISTRAR'S OFFICE

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## 1. STUDENT INFORMATION

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Program of Study (major and minor) \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

## 2. COURSE INFORMATION

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Term and year course will be taken \_\_\_\_\_

Attendance day(s) \_\_\_\_\_

Reason for request \_\_\_\_\_

## 3. APPROVALS

### ADVISOR

Approved  Denied \_\_\_\_\_  
ADVISOR SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

### INSTRUCTOR

Approved  Denied \_\_\_\_\_  
INSTRUCTOR SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

### ASSISTANT DEAN

Approved  Denied \_\_\_\_\_  
ASSISTANT DEAN SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

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**RETURN THIS FORM WITH A COMPLETED ACADEMIC PLAN TO THE REGISTRAR'S OFFICE**

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### OFFICE USE ONLY

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
By (initials)

\_\_\_\_\_  
Notes