

REQUEST FOR COURSE BY ARRANGEMENT
Simpson College Office of Academic Affairs

Student's Name _____ I.D. _____

Cell or Phone Number _____ Email address _____

Student's Signature _____ Date _____

Directions:

1. This request form is for arranging a course to be taken during a regular term that the course is not offered, but before using this form make sure to consider other options, such as taking the course in another term, asking for a course substitution, etc.
 2. The course must be a regular catalog course and cannot be 180, 280, 380, 190, 290 or 390.
 3. "Course by Arrangement" is the term used for what once was called "Directed Study."
 4. The request form must be submitted to the Registrar's Office no later than the last day of the add period for the term. The dates of the add period are available online in the Academic Calendar.
 5. The Department Chair's signature verifies that the department has considered other options to fulfill the course requirement and how the offering of a course by arrangement will affect faculty load.
 6. The signature of the Associate Vice President of Academic Affairs is required only if the course offering falls outside normal full-time faculty load or outside of the normal academic year.
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Course: Dept. _____ Number _____ Title _____

Term in which work will be done and credit received: _____

Attached the following required documentation:

1. Rationale for why course cannot be taken when it is regularly offered or why some other accommodation, such as a course substitution, could not be done.
 2. The specifics of the course arrangement (i.e., how many times the student will meet with the instructor, etc.)
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Advisor's Signature _____ Date _____

Instructor's Signature _____ Date _____

Department Chair's Signature _____ Date _____

Associate VP of Academic Affairs _____ Date _____

(See number 6 before obtaining signature of AVPAA)