**Simpson College**

**Request for Course by Arrangement**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Simpson ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Submit this form and all supporting documentation 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.***

**Important Information:**

* This request form is for arranging a course to be taken during a regular term that the course in not offered, but before using this form make sure to consider other options, such as taking the course another term, asking for a course substitution, etc.
* The course must be a regular catalog course and cannot be 180, 280, 380, 190, 290, or 390.
* 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Information | | | | |
| Term | Department | Number | Title  (Limit of 24 characters to be printed on transcript.) | # of Credits |
| *Example:* 14/FA | ENG | 108 | Linguistics and Writing | 4 |
|  |  |  |  |  |

**Attach the following required documentation:**

1. Rationale for why the 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.)

**For administrative use only:**

Senior VP and Academic Dean’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(The signature of the Senior Vice President and Academic Dean is required only if the course offering falls outside normal full-time faculty load or outside of the normal academic year.)