Course by Arrangement Bethel University

Name _____ **PO #**_____ **ID #**_____

POLICY

On the back of this form, give a detailed explanation as to why it is impossible for you to take this class as it is regularly scheduled.

* The course must be a requirement in your major or minor.
* You must be a Junior or Senior.
* You must have a cumulative GPA of 3.25.
* You may take only one *Course by Arrangement* at Bethel University.

Faculty may only supervise one course by arrangement per term; however, a single *Course by Arrangement* may contain multiple students. Course by arrangements are graded on an A/F basis.

If the course by arrangement is at an international site, the student must complete required activities in the Office of Off Campus Programs/International Studies office and obtain approval from the Associate Dean of Off Campus Programs. The Associate Dean of Off Campus Program's signature on this form indicates approval.

- For an international summer or fall course by arrangement, the deadline date for the submission of the completed form to the Registrar's Office is March 1.
- For an international interim or spring course by arrangement, the deadline date for the submission of the completed form to the Registrar's Office is November 1.

Major/Minor: _____ Cum GPA:_____

Course Number (e.g. MAT 499)	Course Title	Credits

Term and year in which you wish to take the course

Fall _____ Spring _____ Interim _____ Summer _____

Student Signature: _____ Date: _____

_____ _____
Instructor's Name (Printed)

_____ _____
Signature of Instructor Date

_____ _____
Signature of Advisor Date

_____ _____
Signature of Course's Dept Chair Date

_____ _____
(for international internships) Date
Signature of Associate Dean for Off Campus Programs

Office Use Only

○ Approved ○ Disapproved

_____
Registrar's Signature

_____
Date

Justification for Request:

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