



Petition For An External (81) Course

Policy:

An external course is similar to an independent study, except that the material covered out-of-class is the same as that taught in a regularly scheduled course. External courses are restricted to students formally admitted to the School of Continuing Studies or to students who have achieved senior status as bachelor degree candidates but who have not and cannot satisfy graduation requirements on time through regularly scheduled classes. Students are advised that a number of courses cannot be satisfied through external study. External study requires the approval of the dean.

Students interested in enrolling in external courses must first meet with a member of the faculty to complete a Petition for External Course form, available at the appropriate dean's office. The form must be submitted to the student's dean for approval.

Students must complete financial arrangements with the Bursar if the course is taken as a sixth course. Students should complete this process one semester in advance of taking an external course.

Student:

You should meet with your intended instructor who will assist you in completing this petition and by signature agree to deliver the course subject to the approval of the appropriate dean(s).

Student's Name: _____ **I.D. Number:** _____

Current Status: Freshman Sophomore Junior Senior 5th-year Arch Most recent GPA: _____

Semester course is to be taken: Fall Spring Winter Mini-Mester Summer I Summer II Summer III

Course is housed in College/School: _____ **Department:** _____

Course No.: _____ **Course Title:** _____ **Course Credits:** _____

Check all that apply: This is a course in your: Major Minor Core Concentration Electives

Total Number of Credits previously earned in Non-Classroom courses: _____

To the Instructor:

1. **Attach to this document: The syllabus for this course.**

2. **How often will you meet with this student and for how long?** _____

3. **Instructor's Name:** _____

4. **Instructor's Signature:** _____ **Date:** _____

Dean of the College or School in which the course is housed:

1. **Will the requested course be offered before the student graduates?** Yes No

2. **Dean's Signature:** _____ Approved Denied **Date:** _____