



# UNSCHEDULED COURSE REQUEST FORM

An unscheduled course is a catalog course that is not on the schedule for the semester or a special course such as internship (60), practicum (59), independent study (51), readings (52), problems (53), projects (54), topics (55), special literature study (58), seminar (61), or field experience (62).  
Completed forms must be submitted to the Registrar's Office.

## Course Information

Course Code / Course Name (20 characters)		
Semester / Year		
Instructor		
Course Description (or Attach a Syllabus)		
Requirements for Grading		
Grade Type (Letter or S/U)		Is Blackboard Needed? (Yes or No)
Number of Credit Hours Requested		

## Approvals (this form is to create the class, not enroll the student)

Division Chair Signature/Date		
Dean's Office Signature/Date		
Assigned Course ID by Registrar		

Rec'd by Registrar's Office: \_\_\_\_\_

Processed by & Date: \_\_\_\_\_