



Office of the Registrar

845-398-4300

Course by Appointment

Name: _____ Major: _____

Student ID #: _____ Course: _____

Please Check: This Course is 3 Credits 4 Credits Title: _____

Reason for Course by Appointment: _____

Course by Appointment Checklist has been completed (please see reverse).

Approvals Required:

1) _____ 2) _____
Academic Advisor (Print) **Faculty Mentor (Print)**

Academic Advisor Signature

Faculty Mentor Signature

3) _____ 4) _____
Dean of School **Provost, Vice President for Academic Affairs**

Submit this form to the Provost, Vice President for Academic Affairs after you have obtained all other signatures

I wish to add this Course by Appointment for Semester: Fall Spring Summer 20_____

Student Signature

Date

Course by Appointment Checklist

A course of study, already approved and contained in the College Catalog, is offered by appointment when enrollment has fallen below established standards, but a student requires that course be offered in order to progress academically (such as the need for a particular course in order to graduate). The faculty member will work with the student to arrange six (6) meetings (or equivalent contacts). The student will be expected to complete a minimum of 37.5 hours of student work.

To be completed by Instructor and Student:

Need for Course (Check all that apply)

- This course is required for the student's major.
- This course is required to stay on track for graduation.
- This course is not being offered in a semester or the session when the student must have it.

For the Instructor (Check to confirm each)

- Signing this form indicates your availability to teach/supervise this course.
- The course must require a minimum of 37.5 hours of student work.
- The course schedule must observe the requirements established for the normally delivered course in terms of reading, examinations, and projects.
- The schedule must include at least six (6) meetings (or equivalent contacts) between instructor and student over the semester.

Student Restrictions (Check to confirm each)

- This student *has completed* 60 or more credits and is in good academic standing. Note: CBAs may NOT be taken during the Winter Interim.
- This student *has not taken* more than two (2) Courses by Appointment at the College.
- This student *is not repeating* a course in which a 'D' or 'F' was earned.

Exceptions to the above rules may be made in extraordinary circumstances, for good and sufficient reason, upon approval of the Provost, Vice President for Academic Affairs.