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| **COURSE BY ARRANGEMENT** |
| Requesting Instructor: | Date: |
| Student’s Name: | ID#: |
| Student’s Address: | Phone: |
| Line Number (leave blank) | Prefix | Course # | Course Title | Graded A-F | S/U | Credit Hours | Term to be taught |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| REASON FOR REQUEST: |
|  |  |  |
| Instructor’s Signature | Approved by College Dean (Signature) | Date |
| This form must be completed by the requesting instructor, and have a completed registration form before being submitted to the appropriate College. The College will review and forward approved requests to the Registrar’s Office. The College will contact the Instructor if request is not approved. |
| Office use only |
| Inload: | Overload: |  |
| On Campus: | Online: | Onsite: |

**\* Please note – this form replaces all Reading & Conference and Course By Arrangement forms.**