

Arranged Course Form

Name: _____ ID # _____

Advisor: _____

Note: A student wishing to take an arranged course must be in Good Standing. Courses must be listed in the college catalog in order to be offered as arranged courses.

Students are advised to take courses during the times regularly offered. Occasionally, under exceptional circumstances, students may take a regular catalog course not being offered in a particular semester on an arranged basis.

An arranged course may not be used to meet a liberal education requirement.

Course Number & Title: _____

Term: _____ Year: _____ Instructor: _____

Reasons for this request to take an arranged course (Specifically document your reasons for wanting to take this course on an arranged basis):

Instructor: Submit the syllabus/work plan for this proposed arranged course **OR**, on a separate sheet of paper, provide the following information:

1. List the objectives and learning outcomes for the course.
2. Indicate the activities/tasks/projects which will be required in the course.
3. Describe the method of evaluation to be used (e.g. exams, papers, etc.).
4. State the schedule of meetings planned between the student and instructor.

Instructor Signature (must be a Northland College faculty member)

Date

Advisor Signature

Date

Department Chair Signature

Date

Submit the completed form to the Registrar's Office for processing.

Academic Dean *(Registrar's Office will obtain signature)

Date

Registrar's Office Use Only Below Double Line