ARRANGED CLASS APPROVAL FORM

NAME: ______________________________ STUDENT NUMBER: ______________________

SEMESTER/YEAR: _______________ CLASS STANDING: __1 __2 __3 __4

DATE: ________________

Which form of arranged class are you signing up for?

☐ TUTORIAL - Regular catalog class generally taught face to face, but due to unusual circumstances must be taught on an arranged basis. Students will be charged an additional $170 fee for this course. (Course title will have a prefix of TU)

☐ INDEPENDENT STUDY - #376/476 - Individual reading/research project. Students will be charged an additional $170 fee for this course. (Course title will have a prefix of IS)

☐ ARRANGED ONLY - Specialized study course for particular majors and the course cycle in the catalog is listed as arranged. There is no additional fee for this course unless a specific fee is listed in the catalog course description. (Course title will have a prefix of ARR)

Internships are also considered arranged classes, but do not require the use of this form. Follow the instructions and complete the forms available online: http://www.moval.edu/academics/internship/

COURSE NUMBER / TITLE: ____________________________________________________________

CREDIT HOURS: ________ BEGIN DATE: ________ END DATE: ________

JUSTIFICATION FOR TUTORIAL / INDEPENDENT STUDY:
__________________________________________________________
__________________________________________________________
__________________________________________________________

Student signature ___________________________ Instructor ___________________________

Division Dean / Chair ___________________________ Vice President of Academic Affairs ___________________________

This form must be completed, signed and returned to the Registrar’s Office prior to enrollment in course.