



Office of the Registrar

845-398-4300

Course by Appointment

Name: _____ Major: _____

Student ID #: _____ Advisor: _____

Course: _____ [ex. ENG 300] Title: _____

Reason for Course by Appointment: _____

1) _____
Academic Advisor (Print)

2) _____
Faculty Mentor (Print)

Academic Advisor Signature

Faculty Mentor Signature

3) _____
Dean of School

4) _____
Vice President for Academic Affairs

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

Guidelines for Course by Appointment

Courses by Appointment are available only to students who have completed 60 or more credits and are in good academic standing. They may NOT be taken during the Winter Interim.

A Course by Appointment will be approved only when: 1) the course is required in the student's major field 2) to stay on track for graduation 3) the course is not being offered in the semester or the session when the student must have it 4) an instructor indicates availability to supervise the course.

Courses by Appointment must: 1) observe the requirements established for their normally delivered counterparts in terms of reading, examinations and projects 2) involve at least six (6) meetings (or equivalent contacts) between instructor and student over the semester 3) be limited to two (2) courses - no student may take more than two (2) courses by appointment during his/her academic career at STAC. 4) not be repeat courses 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 *Vice President for Academic Affairs*.

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

Student Signature

Date