

INSTRUCTIONS FOR STUDENTS

IMPORTANT: Steps to Follow

- 1) Fill in the information under the section "Student Information"
- 2) Meet with the World Languages Faculty Advisor to discuss options (signature #1)
- 3) If the Faculty Advisor feels there is sufficient cause to grant the request, present the signed form to the WLLC Main Office for Chair Approval. (signature #2)
- 4) If the Chair agrees to grant the request, the student may approach the instructor. (signature #3)

NOTE: Final approval of the course is not guaranteed until all signatures are obtained. Graduation and major information will be checked prior to approval. Providing false information will result in automatic denial.

STUDENT INFORMATION

Student Name: _____

Student ID: _____

Email Address: _____ Local Phone #: _____

Anticipated Graduation Date: _____ Major _____

When is this course needed? Fall Spring Summer Year _____

Requested Instructor(s) _____ Language _____

Justification/reason for needing special problems course (be very specific)

ADVISOR REVIEW

Number of courses in requested language still needed to graduate _____

Number of courses overall still needed to graduate _____

Advisor Approval _____

CHAIR REVIEW

Chair/Associate Chair Approval _____

INSTRUCTOR REVIEW

Requested Course (Language, level and topic) _____

Special Problems Course #: 4900 5900

Instructor Approval _____

OFFICE REVIEW

Is this course needed for your major/minor? Y N

Office Approval (will notify student of enrollment): _____