

Arranged Course Request Form



Bemidji State University
Records & Advising Services
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INSTRUCTIONS: You can either fill in this form online by typing in the specified fields or print this form and fill out the requested information. Obtain the signature of the instructor, department chairperson, and college dean in that order. If you are arranging a graduate level course, you will need to obtain a signature from the Graduate Office.

PLEASE TYPE OR PRINT CLEARLY

PART I

(to be completed by the student)

Name: _____ SSN or BSU ID: _____
Last First MI

Date (Mo./Day/Yr.): _____

PART II

(to be completed by instructor)

Course Subject: _____ Course Number: _____ Course Title: _____

Year: _____ Term: _____

Instructor Name: _____ Instructor ID: _____

Course Title: _____ Credit Hours: _____

PART III

(to be signed by designated persons)

Instructor: _____ College Dean: _____

Department Chair: _____ Graduate Studies Office: _____

FOR OFFICE USE ONLY

Course ID: _____

Date Processed: _____