

**DRAFT**

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**Course by Special Arrangement  
October 15, 2002**

A course by Special Arrangement is a course that is part of the approved curriculum program but is being offered to a student during a term or at a time when it is not scheduled. It should be employed only in cases of extreme scheduling conflict when no substitution is appropriate. Prior to registration, students must file the Course By Special Arrangement Petition. This petition requires the signature/approval of the instructor, program chair and dean. An additional \$100 per semester hour fee is assessed in addition to regular tuition and fees.