

# Faculty REQUEST TO ADD A COURSE

DATE: \_\_\_\_\_

It is requested that the course listed below, which is not part of the schedule for **(check one)**

FALL                      SPRING                      SUMMER I                      SUMMER II  
YEAR: \_\_\_\_\_

Be added as **(check one)**

AN INDEPENDENT STUDY CLASS (or)  
REGULAR ADDITION TO THE CURRENT SCHEDULE

\_\_\_\_\_  
Course Name, Number                      Course Title (If Independent Study or Special Topics, please list a subtitle)                      Sem. Hrs.

\_\_\_\_\_  
Instructor                      Time of Class                      Room

If a description of this course is not listed in the current catalog from The University of Virginia's College at Wise, give a short summary of the **COURSE DESCRIPTION** and attach a course outline:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This course is requested for the following student or students:**

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |

**It is requested that this course be added because:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor                      Date

\_\_\_\_\_  
Signature of Department Chair                      Date

\_\_\_\_\_  
Signature of Academic Dean                      Date

Please return this form with all signatures and course outlines to the Registrar's Office.  
Students wishing to enroll in this class should obtain and complete a  
"SCHEDULE CHANGE" (drop/add) form in the Registrar's Office.

**For Office Use Only:** Schedule No. #: \_\_\_\_\_ Independent Study \_\_\_\_\_