

**COLLEGE OF ARTS AND SCIENCES**  
**Request for a Correspondence Course to Count Toward Degree**  
**(Only One Course Request per Form)**

Name: \_\_\_\_\_

10-digit ID Number: \_\_\_\_\_ Major: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The faculty of the College of Arts and Sciences believes that it is important for students earning undergraduate degrees in the College to have a residential experience and has, therefore, affirmed the policy that credits from correspondence courses should not satisfy our degree requirements. This policy echoes that of some of the other schools on the Bloomington campus and many other peer institutions across the country. Courses taken by correspondence may not be applied to any degree requirement in the College of Arts and Sciences without prior special permission of the dean. Such permission will be granted only in response to exceptional circumstances that prevent a student from physically attending classes. Even in such specially approved cases, no more than two courses will count toward graduation.

To request an exception to this policy, please indicate below (use the back of this form if necessary):

1) What correspondence course you wish to take: Dept: \_\_\_\_\_ Course: \_\_\_\_\_

2) Why you believe that an exception should be made for you to count this course toward your degree?

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

(continue on back of form)

For student's major advisor to complete:

If this course is in the student's major department, will it count in the major? Yes / No

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Name (Please print): \_\_\_\_\_

Advisor's Comments: \_\_\_\_\_

*Once we receive your complete request, you will normally be contacted via e-mail with a decision within 10 working days.*

**Please return completed form to the**  
**College of Arts and Sciences Undergraduate Academic Affairs Office, Kirkwood Hall 012**  
**130 S. Woodlawn Avenue, Bloomington, IN 47405 USA**

\_\_\_\_\_  
Dean's Signature                      Approved \_\_\_\_\_ Denied \_\_\_\_\_                      \_\_\_\_\_  
Date