

## Special Course Proposal Form

**This form should be used for all variable credit courses including:  
JTC 484V, JTC 495AV-GV, JTC 684V, JTC 695 V, JTC 699 V**

**Instructions:** Please fill out this form completely, leaving no section blank. Course numbers can be found in the current General Catalog. Once the form is complete, return it to your instructor, who will sign it and forward it to the department Chair for final approval. Once the form is processed, Rebecca Allen will send you an email with instructions to register for the course on RamWeb.

**Student Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Concentration or Graduate area of study:** \_\_\_\_\_

**Course number:** \_\_\_\_\_ **# of credit hours\*:** \_\_\_\_\_ **Semester course is taken:** \_\_\_\_\_

\*Student must manually enter correct credit hours when registering via RamWeb

**Statement or Objective:** If you need more space, please use the back of this form.

**Faculty or Instructor Approval**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Faculty or Instructor** *(please print)*

\_\_\_\_\_  
**Date**

**Department Chair Approval**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Faculty or Instructor** *(please print)*

\_\_\_\_\_  
**Date**