

Department of Hospitality & Tourism Management

Unscheduled Course Request Form

An unscheduled course is a special course such as HMGT 5790 Field Experience or HMGT 5900 / HMGT5910 Special Problems. Graduate students who register for an unscheduled course have to meet with the instructor to complete this form. And receive signatures from Faculty Advisor and Chair.

Final approval of the course is not guaranteed until all signatures are obtained. Graduation and degree plan information will be checked prior to approval. Providing false information will result in automatic denial.

Course Information

Student Name		Student ID	
Email Address		Local Phone #	
Course Requested	<input type="checkbox"/> HMGT 5790 <input type="checkbox"/> HMGT 5900 <input type="checkbox"/> HMGT 5910		
Semester / Year		Instructor	
Justification/Reason for needing this course (be very specific)			
Requirements for Grading (projects, assignments, exams, etc.) – Please attach the course syllabus			

Approvals

Instructor Approval Signature/Date		
Advisor Approval Signature/Date		
Chair Approval Signature/Date		