

For Office Use:
CRN:

INDEPENDENT COURSE ARRANGEMENT CONTRACT

Independent Arrangement Policy

Academic departments may offer a course via independent arrangement. To consider approval for an independent arrangement, the course must be required within the student's degree program; the student must have no more than 60 semester hours remaining in their degree program; and the student is unable to take the course through no fault of the student, e.g. the course is not scheduled at a time the student can take it, and there are no course substitutions available to the student. Students with time conflicts between courses will complete a Time Conflict contract.

An independent arrangement must be agreeable to the faculty member offering the course, the student, the director/department chair, and provost (when applicable). Completed forms will be returned to the Office of the Registrar.

Parts A & B: To be complete by the student.					
Name	Student ID #	Sem./Year Graduation	Cum GPA		
Indicate: Junior Senior Hours Earned/Completed:					
Major 1		Major 2			
Phone:		E-mail:			
			Required for Major		
Course Prefix Number Title					
Instructor:		Number of Credit Hours when variable credits			
Part B: Student- Provide rationale to explain why an IA is requested. Refer to guidelines listed at the top.					
Part C: Instructor- Attach a course syllabus, and complete Part C: I-IV.					

- I. <u>Objectives</u> (the specific course material and areas to be covered):
- II. <u>Procedures:</u> Provide a statement of how the course learning outcomes/objectives will be met. Class assignments must be equivalent to a regularly scheduled course. Class meetings must be listed here (or outlined in the attached syllabus) with additional details when the meetings do not follow the definition of a credit hour, located in the Catalog.

III. <u>Evaluation</u> (the specific means	and criteria for grade assessment: Written ar	nd/or oral tests, term papers, reports, etc.):
IV. Additional information:		
Part D: Instructor- Semester or te	rm.	
Fall Part-of-term I Fall Part-of-term II	Spring Full-termSummeSpring Part-of-term ISummeSpring Part-of-term IISumme red academic calendar may be submitted for	r Part-of-term I r Part-of-term II
Part E: Signatures and approvals.		
Student	Date	_
Instructor	Date	
\Box Check here if the course is	s not in regular course load but seeking pern	
** Faculty must submit an e	lectronic copy of course syllabus to the Prov	ost's Administrative Assistant. **
Complete	next section with the Department Chair/Dire	ector
complete a degree. Addition		g that the student has less than 60 hours remaining to necessary degree requirement, with no alternative tion of graduation requirements.
Chair/Director	Date	
Complete this section		
VPAA/Provost	Data	