

III. **Evaluation** (the specific means and criteria for grade assessment: Written and/or oral tests, term papers, reports, etc.):

IV. **Additional information:**

Part D: Instructor- Semester or term.

Circle One Term Date:

Fall Full-term	Spring Full-term	Summer Full-term
Fall Part-of-term I	Spring Part-of-term I	Summer Part-of-term I
Fall Part-of-term II	Spring Part-of-term II	Summer Part-of-term II

Dates outside of the approved academic calendar may be submitted for consideration of approval.

Part E: Signatures and approvals.

Student _____ Date _____

Instructor _____ Date _____

Check here if the course is not in regular course load but seeking permission from the Provost as remuneration.
This box is required for all Summer Session contracts.

** Faculty must submit an electronic copy of course syllabus to the Provost's Administrative Assistant. **

----- **Complete next section with the Department Chair/Director/Dean** -----

_____ The faculty member, or department chair must initial verifying that the student has less than 60 hours remaining to complete a degree. Additionally, has confirmed this agreement fulfills a necessary degree requirement, with no alternative options on the class offerings, to meet a traditional timeline for completion of graduation requirements.

Department Chair _____ Date _____

Dean _____ Date _____

----- **Complete this section only when faculty checked box above** -----

VPAA/Provost _____ Date _____