

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			
Class Standing:	Hours Earned/Completed: _					
Major 1		Major 2				
Phone:		E-mail:				
Course Prefix Number Ti	itle		Required for Major			
Instructor: Numbe		Number of Credit Hours w	mber of Credit Hours when variable credits			
Part B: Student- Provide rationale t	o explain why an IA is request	ed. Refer to guidelines liste	ed 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 a	and criteria for grade assessmen	nt: Written and/or oral tests, term papers, reports,	etc.):
IV. <u>Additional information</u> :			
Doub D. Joshurskov, Companion autom			
Part D: Instructor- Semester or ter	m.		
Check One Term Date:			
	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	
		ubmitted for consideration of approval.**	
Part E: Signatures and approvals.			
Student	Date		
Instructor	Date		
	not in regular course load but s Summer Session contracts.	seeking permission from the Provost as remunera	ition.
** Faculty must submit an el	ectronic copy of course syllabus	s to the Provost's Administrative Assistant. **	
Complete n	ext section with the Departmen	nt Chair/Director	
		nitial verifying that the student has less than 60 hou	
	•	ment fulfills a necessary degree requirement, with note for completion of graduation requirements.	10 alternative
Chair/Director		Date	
Complete this section	n only when faculty checked bo	ox above	
VPAA/Provost		Date	