

ALTERNATE COURSE INSTRUCTION OR CREDIT



This form must be submitted prior to the first-class day.

Division of \_\_\_\_\_ Course Prefix, Number, and Section \_\_\_\_\_

Course Title \_\_\_\_\_

Semester/Year \_\_\_\_\_ Semester Credit Hours \_\_\_\_\_

Alternate Instruction/Credit Method \_\_\_\_\_

**FOR INDEPENDENT STUDY COURSE**

**STUDENT INFORMATION** (This section to be completed by student)

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Application \_\_\_\_\_ Major \_\_\_\_\_ Classification \_\_\_\_\_

Current GPA Cumulative \_\_\_\_\_ Major \_\_\_\_\_

Prerequisite(s) Completed (if applicable) List Course, Semester, Year, and Grade Earned

**FACULTY INFORMATION** (This section to be completed by faculty member)

Name \_\_\_\_\_ Email \_\_\_\_\_

Instructor's Independent Section # \_\_\_\_\_

Please check one:

The faculty member has no more than three students per semester or summer session for this course.

The faculty member has more than three students per semester or summer session for this course. Please provide a reason for the exception in the box below.

Independent Study Anticipated Completion Date \_\_\_\_\_

Please use DegreeWorks to obtain the answers below.

Please indicate below the number of independent study courses this student has completed. \_\_\_\_\_

Number of undergraduate independent study courses completed. \_\_\_\_\_

Number of graduate independent study courses completed. \_\_\_\_\_

I verify that the student has not exceeded the number of independent study courses that may be applied to the degree they are seeking.

Course Requirements

This document is a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., nine hours per week for three credit hours of independent study).

a) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include the day/time of weekly or bi-weekly meetings.

b) Readings (and due dates, if relevant):

c) Written assignments (length and due dates, if relevant):

d) Other assignments (please describe):

e) Other information:

f) Describe the work plan (100 words maximum) or attach a syllabus:

Please outline the reason(s) this student is unable to enroll for this course when it is being taught as an organized class.

Faculty and Student Responsibilities

I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the responsibilities of Faculty.

Instructor \_\_\_\_\_ Date \_\_\_\_\_

I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the responsibilities for students.

Student \_\_\_\_\_ Date \_\_\_\_\_

This application for Independent Study has been reviewed. The proposal is:

Approved as provided on this form.

Required additional information. Please provide details and return to the instructor and student.

Not approved. Please provide a rationale below.

Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_

*If the Chair is the student's independent study instructor, this form must be signed by the Chair's Dean.*

**Note:** Departments/Curricula must maintain a copy of this contract for a minimum of four years.

Provost & Senior Vice President of Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**For Alternative Course Credit**

Is the student attending a graduate class for undergraduate credit under a 489-course number?

If yes, please provide the course prefix, number, and section. \_\_\_\_\_

Is the student attending an undergraduate class for graduate credit under a 589-course number?

If yes, please provide the course prefix, number, and section. \_\_\_\_\_

Outline the learning objectives you expect the student to meet. (State in terms of desired outcomes.) Describe how the student will be evaluated at the end of the course. Accepted academic standards require a minimum of 135 clock hours of student effort to complete a three-semester credit hour course satisfactorily. Outline your work plan with the appropriate number of clock hours you expect the student to devote to each phase.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor of Record \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost & Senior Vice President of Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_