



Graduate Studies

CONTRACT FOR NON-TRADITIONAL COURSE

(Special Problems, Independent Study, Research Problems, etc.)

To Students: Directed study courses must be approved by both the DGS and Chair through a two-part process: before planning a directed study, the student should [1] approach the DGS and supervising instructor regarding the feasibility of the course; then [2] complete this "Contract for Non-Traditional Course" with the supervising instructor and acquire the necessary signatures. After you have all departmental signatures, bring to the Dean's office for the final signature. After the associate dean for graduate studies has signed, return it to your DGS or department administrative assistant. They will request the course be added to the schedule so you can enroll.

Student Name: _____

Student ID Number: _____

Instructor's Name: _____

Semester: _____ Course Prefix & Number: _____ Hours Credit: _____

Special Title (if desired): _____

Write a brief description describing the advantage to you in taking this course instead of a regularly scheduled course:

Describe course expectations on a separate sheet of paper. These should include the following items:

- A bibliography, list of consultants, resources, etc.
- Assignments (readings, research projects, exams, paper, and/or other activities)
- A time table for completion of each major assignment and for meetings between student and instructor.
- Explanation of how grade will be determined.

Signed _____
Student Date

Signed _____
Instructor Date

Approved _____
Dept. Chair Date

Approved _____
Director of Graduate Studies Date

Approved _____
Dean Date

Original: Instructor
CC: Student
Advisor
Department Chair
Dean's Office