

COURSE AGREEMENT FORM

INSTRUCTIONS: This form describes any study program which does not have a published description. It is necessary in order to ensure that the program is duly recorded on the student's record. **It does not replace registration. If this course is not included on the form that was signed at the time of registration, you must also complete a course change form to add it to your registration.**

Please make copies of this completed course agreement form for yourself and the instructor. **The original should be given to the Registrar.** Upon completion of the course, the instructor will submit their copy, with the grade reported below, to the Registrar's Office.

AGREEMENT BETWEEN (Student) _____

and

(Instructor) _____.

Duration of Agreement: _____ to _____.

COURSE NUMBER

(provided by Registrar's Office)

TITLE

CREDIT HOURS

(provided by Registrar)

Definition of the study program

Summary of meeting dates and times throughout the course of study:

Summary of agreed course content (including bibliography of texts and articles to be read, etc.):

Method of evaluation for specific assignments and for course completion (including dates for submission of assigned work such as annotated bibliography, paper(s), assignments, exams, presentations, etc.):

Agreement to proceed with this course as outlined above:

Student: _____ Date: _____
 Instructor: _____ Date: _____
 Dean: _____ Date: _____

INSTRUCTOR'S REPORT		
<small>(please return to Registrar's Office when course is complete)</small>		
Agreement Satisfactorily Completed:	_____ <small>(date)</small>	Grade: _____
Instructor's Signature: _____		