



SPECIAL PROJECTS CONTRACT

Credit through a special project may be earned if there is a demonstrated need that cannot be met through enrollment in a regularly scheduled course. Credit for a special project normally should be one or two credit hours, depending on the work completed. Projects must be approved by the Curriculum Committee.

PROCEDURE.

1. The student, in consultation with the instructor, completes Sections I and II of this form and accepts the contract by signing in Section IV;
2. The instructor completes Sections III;
3. The respective division head must approve the contract and keep a copy of the approved form;
4. The contract goes to the Curriculum Committee Division Representative for projects of one credit hour, and to the Curriculum Committee for projects of two or more credit hours;
5. After the contract is approved, the student may register for the project;
6. When the requirements have been completed and evaluated, the instructor should submit a grade online, or on a Grade Change Card.

SECTION I. GENERAL INFORMATION.

Student Name: _____ ID #: _____
Instructor: _____ Semester: _____
Department: _____ Course #: _____ Year: _____
Completion Date: _____ Credits: _____

SECTION II. WHY IS THE SPECIAL PROJECT NEEDED?

SECTION III. REQUIREMENTS & GRADING.

What specific requirements must the student complete to receive credit?

How will the work be evaluated and grade awarded?

SECTION IV. ACCEPTANCE AND APPROVALS.

Contract Accepted:

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Division Approval:

Division chair's signature: _____ Date: _____

Curriculum Committee:

Signature: _____ Date: _____