



Non-Scheduled Course Agreement

A non-scheduled course is an existing, already approved, catalog course that an instructor will offer on behalf of a student during a term the course is not regularly scheduled. A non-scheduled course is NOT a directed study course. As a public institution of higher education in the State of Colorado, the University of Northern Colorado will abide by all state and federal legislation, including standard term university guidelines provided by the U.S. Department of Education for scheduling courses for academic programs.

- Courses must be scheduled to begin and end within the UNC standard term calendar and must have start and end dates entered in Banner.
- Students must be registered for the correct number of credits by the course drop date; credits cannot be altered once the student has enrolled in and begun the course.
- The assignment of credits for a Non-Scheduled course must meet instructional definitions and minimum contact hour ratios as approved by UNC in accordance with state requirements and must also meet the required hours per credit described in the catalog.

INSTRUCTIONS:

1. The student and supervising instructor should complete this form together. All sections of the form must be completed prior to registering for the course.
2. Obtain signatures of the student, supervising instructor, and department chair/school director.
3. Submit the completed and signed form to the Office of the Registrar before the drop date of the term in which the Non-Scheduled Course will be completed.
4. Copies of this form are to be maintained by the following individuals/offices:
 - a. The Office of the Registrar
 - b. Department/School
 - c. The student
5. The student is responsible for communicating with her/his advisor regarding enrollment in this non-scheduled course.
6. Per Board Policy 2-3-408, student records must be retained for at least one semester from the date the class ended. Student records include grade books or other documentation for assigning grades and include exams, papers, projects, etc., which have not been returned to the student. Given that materials documenting student performance may be required for review by an appeals committee, external auditors, and/or accreditors, retaining the records for three years is an advisable practice.

STUDENT INFORMATION:

Bear Number:	Last Name:	First Name:
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COURSE INFORMATION:

NON-SCHEDULED COURSE (CATALOG COURSE)

Term:	Year:	Prefix:	Course Number:	Credits:
Course Start Date: (mm/dd/yyyy):			Course End Date: (mm/dd/yyyy):	
Catalog Course Title:				
Degree Program Offered Through: (Mark One) <input type="radio"/> Main Campus <input type="radio"/> Extended Campus			Primary Course Delivery/Location-50% or more: (Mark One) <input type="radio"/> On Main Campus <input type="radio"/> Online/Offsite	

Note: If marked Extended Campus, the appropriate Degree Program/tuition rate will be completed on p.2 by appropriate staff.

FACULTY INFORMATION:

Faculty Name (Please print):	Last four digits of Faculty Bear Number:
Faculty Department/School:	Faculty Office Location (Building and Room Number):
Faculty Office Phone Number:	Faculty Email:

COURSE DETAILS:

Course details section not required for courses numbered 699, 799, 797 or 999.

All sections must be completed prior to registering for the course. Please attach separate sheet with responses if necessary. Signatures are required on this form.

The curriculum-approved syllabus must be used for a non-scheduled course. Attach course syllabus to the copy of this document kept on file in the respective unit.

1. Describe the frequency and form of faculty/student contact. Due to federal and state policy, a non-scheduled course **MUST** align with the credit hours and contact time associated with the regularly scheduled course and must be taught as the course is described in the catalog.

2. If different from the curriculum-approved syllabus, describe how the final grade will be determined.

SIGNATURES:

Supervising Instructor:	Date:
Student:	Date:
Department Chair/School Director Signature: ¹	Date:

Extended Campus Use Only (To be completed by Extended Campus personnel)

Degree Program:	Tuition Rate:
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Office Use Only:	CRN:	POT:	Date:	Initials:
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¹ Signature of Chair or Director indicates consideration for the resource issue of faculty workload and recognition of the need to maintain all forms, including syllabus, within the respective unit in the event of a student appeal.