Purpose: For the purposes of this policy, "arranged courses" are defined as those courses offered to a small number of students on an independent or directed basis instead of through a regularly scheduled section. These courses are the campus-based equivalents of the print-based and on-line ones offered through the Independent and Distance Learning (IDL) program in the Division of Lifelong Learning. This policy is not intended to cover directed research or internships or other courses specifically designed for an individualized approach. If the required course or an appropriate substitute is available through the IDL program, that approach is preferred because the course materials were specially developed for that purpose. Campus-based arranged courses will be approved only when more preferred options are unavailable. Among the preferred options are independent and distance learning courses, term-based on-line courses, the equivalent or a substitutable course offered at another Ohio University campus, and in a limited number of cases an equivalent course from another institution.

Procedure: When these options are impractical or unavailable, the following procedure is to be followed:

- The campus Advising Office must be consulted in advance to determine if an appropriate alternative exists.
- The request must specify the nature of the hardship that the arranged course alleviates.
- A syllabus must be developed which contains clear learning outcomes, clear and appropriate assessments, and a general timetable by which assignments are to be completed.
- The request must be approved by the instructor, the Program Director (when appropriate), the Division Coordinator or Faculty Chair, and the Associate Dean, in that order.

In order for the course to be approved, the following conditions must pertain.

- The course must fulfill a program requirement.
- An appropriate equivalent or substitutable course is not available through the Office of Lifelong Learning’s Independent and Distance Learning Program or the Ohio University On-Line Program.
- The course will not be offered within a reasonable period (generally, one academic year) on campus, or through term-based on-line delivery.
- An appropriate substitutable course will not be offered within a reasonable period.
- Lack of access to the course would create significant academic or financial difficulty for the student.
- A qualified faculty member agrees to develop an appropriate syllabus and to deliver the course for the arranged course stipend.

In order for the course to be approved, the following conditions must not pertain.

- The arranged course may not be used to avoid gateway courses (required courses).
- The arranged course may not be used to undercut or avoid program-specific instructional approaches and methods.
- The arranged course may not be used to substitute a favorite professor for a regularly scheduled course instructor.
Arranged study courses require much faculty time and a high level of independent student activity in order to complete; consequently, they should only be requested to meet program requirements, and only when taking normally scheduled courses will create a verifiable and undue hardship for the student. Students are encouraged to plan their schedules carefully with the help of an advisor in order to avoid delays in meeting graduation requirements.

If you believe that an arranged study is necessary to avoid an undue hardship, please follow the steps below in the order that they are given. You are responsible for gathering each required signature. Failure to provide complete information or to follow the instructions provided will cause delays and may provide grounds for denial of your request. Prior to requesting an arranged study, you should consult the campus advising office to determine if an appropriate alternative exists.

SECTION 1: To Be Completed by the Student  PID #: ____________________________

Name: ___________________________________________  Rank (Circle One): Fr So Jr Sr GPA: __________

Address: __________________________________________

City: ___________________________________________  State: _________  Zip: ______________

Phone: ( ) __________________  Email: __________________________

Academic Major: __________________________________________

Will you be enrolled for more than 20 hours if this course is added to your schedule? YES  NO
If yes – Petition to increase hours is required and should be attached.

Course Requested to be Arranged

Course Prefix and Number: ___________________________  Course Title: ___________________________  Cr. Hrs. _________

Semester (Circle One)  Fall  Spring  Summer-Full Session  Summer-First Session  Summer-Second Session

Reason(s) for Arranged Course Request

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Student Signature: ___________________________  Date: ___________________________

Ohio University-Chillicothe  Revised: August 15, 2011
Adopted by RHE: January 10, 2005
SECTION 2: To Be Completed by a Student Services or Faculty Advisor:

You will need to visit Student Services or Faculty Advisor to complete this section. In addition to determining existing options, the advisor will be able to provide a DARS Report. Please attach a DARS Report to this application.

Course Prefix and Number: ___________________ Course Title: ___________________

Is the course being offered in the desired semester? No Yes
Will the course be offered in the current academic year? No Yes
Is the course or an appropriate substitute available through the Office of Independent & Distance Learning? No Yes
Is the course or an appropriate substitute available through the Ohio University On-Line program? No Yes
Is an appropriate substitutable course being offered in the desired semester? No Yes
Will an appropriate substitutable course be offered in the current year? No Yes

Advisor Signature: ____________________________ Date: ____________

SECTION 3: To Be Completed by the Instructor in Consultation with the Student

Using the Arranged Course Syllabus Form, please prepare a syllabus for this course and attach it to this request. Please do not attach a syllabus that shows how the course is taught during a normal term—unless you plan to follow it (e.g., meeting twice weekly for two hours). The syllabus should clearly be designed for individual rather than group instruction. Please attach the Arranged Course Syllabus to this request.

SECTION 4: Administrative Approvals

Get each signature in the order specified. If your program does not have a program director, that signature is not needed. If you are unsure if your program has a director, you may ask the Division Coordinator.

Program Director
Approved Disapproved Signature _______________ Date _____

Division Coordinator
Approved Disapproved Signature _______________ Date _____

Associate Dean
Approved Disapproved Signature _______________ Date _____

For Office Use: Call # ___________________ Added to Term File Spreadsheet Initials _________ Date _________

Ohio University-Chillicothe
Revised: August 15, 2011
Adopted by RHE: January 10, 2005