



## **Regional Campus Arranged Course Policy and Procedure**

For the purposes of this document, “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 regional campuses and through e-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, 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 through 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. When these options are impractical or unavailable, the following procedure is to be followed.

- The student’s advisor must be consulted 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.

In order for the course to be approved:

- The arranged course may not be used to avoid gateway 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 regularly scheduled course instructor.

### **Request for Arranged Study**

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**

Name _____	Rank	Fr	So	Jr	Sr	GPA: _____
Address _____		PID# _____				
City _____		State _____		Zip Code _____		
Phone_(____)_____		OHIO E-mail Address _____				

Major _____	Will you be enrolled for more than 20 hours if this course is added to your schedule? No Yes: <b>Petition to increase hours required</b>
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**Course to Be Arranged:**

Course # \_\_\_\_\_ Title \_\_\_\_\_ Cr. Hrs. \_\_\_\_\_

**Semester:** (circle one)

Fall    Spring    Summer Full-Term    Summer 1    Summer 2    Year \_\_\_\_\_

<b>Reason(s) for Arranged Course Request:</b>

**Section 2: To Be Completed by an Advisor**

You will need to visit your academic advisor. In addition to determining existing options, the advisor will be able to provide a DARS Report. **Please attach a current DARS Report to this application.**

Is the course being offered in the semester desired?	No	Yes
The course fulfills a requirement for a degree offered at the regional campus?	No	Yes
Will the course or an appropriate substitutable course be offered in the current academic year online, through OULN or a print-based course?	No	Yes
Has the student consulted with students services on applicability to major and financial aid?	No	Yes
Has the student consulted with the advisor regularly to avoid request?	No	Yes
Advisor Signature: _____		
Signature _____ Date _____		

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

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 and should include course objectives/outcomes, method of instruction (e.g., readings, simulations, meetings, etc.), method of evaluation, timeline for completion, grading scale.

**Section 4: Approvals**

Get each signature in the order specified.

<b>Student</b>	Signature_____	Date_____
<b>Instructor</b>	Signature_____	Date_____
<b>Campus Program Coordinator</b>	Signature_____	Date_____
<b>Academic Division Coordinator</b>	Signature_____	Date_____
<b>Associate Dean/Dean</b>	Signature_____	Date_____