



Directed Study/ Non-Scheduled Course Registration

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Bear Number \_\_\_\_\_ Term \_\_\_\_\_ Date \_\_\_\_\_

Directed Study \_\_\_\_\_  
(422 or 622--- Course title not more than 16 spaces)

Non-Schedule Course \_\_\_\_\_  
A course in the University Catalog, but not scheduled for the current semester.  
Use course title and number in the University Catalog.

Credits \_\_\_\_\_ Budget Code \_\_\_\_\_ Prefix \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Bear Number \_\_\_\_\_  
Required

Department Chair Signature \_\_\_\_\_  
Required

For Courses starting after the Add/ Drop deadline include the Start Date \_\_\_\_\_

- \* Faculty and Department Chair signatures are required.
- \* Faculty must include their Bear Number

# UNIVERSITY OF NORTHERN COLORADO COURSE CREDIT AGREEMENT FORM

This form must be completed prior to obtaining a non-schedule course form to register for the following types of courses: Directed Study, Thesis, Dissertation Proposal, or Dissertation.

The purpose of this form is to assist UNC in the complying with CCHE policy regarding the relationship of course expectations to academic credit. UNC expects three hours per week of student educational activity per credit hour for these types of courses.

The information on this form is intended to provide a standard format for documenting the rationale for credit hours earned in these courses based on educational merit, required student learning activities, faculty – student interaction, and the resulting educational benefits to the student.  
(ATTACH SEPARATE SHEET WITH RESPONSES IF NECESSARY. SIGNATURES REQUIRED ON THIS FORM)

STUDENT NAME <input style="width: 250px; height: 20px;" type="text"/>	STUDENT # _____
COURSE PREFIX & NUMBER _____	TERM _____
COURSE TITLE _____	CREDITS _____

1. Expectations: Specify knowledge and skills to be gained and/or demonstrated.

2. Required student learning activities

3. Frequency and form of faculty/student contact

4. Evaluation: Form(s) of competency/knowledge demonstration

Supervising Faculty \_\_\_\_\_ Department Chair/Director \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

**Instructions for completion**

- complete via faculty/student consultation
- must be signed by supervising faculty, department chair, and student
- retain copy in dept. w/documentation of final evaluation attached for at least three years.

(OVER FOR EXAMPLES)

## EXAMPLES

### 1. **Expectations**

#### Directed Study Course

- Review and summarize the professional literature in the student's discipline.
- Apply the knowledge gained from the literature review to the content area of the discipline.
- Be able to demonstrate a learned method of technique in the student's field of study

#### Thesis Course

- Review literature related to research topic.
- Integrate literature into problem statement for thesis.

### 2. **Required Student Learning Activities (must be sufficient to justify number of credits earned)**

- Library Research
- Survey or interview of discipline experts
- Rehearsal
- Development and perfection of technique
- Data Collection

### 3. **Frequency and Form of Student Contact**

- Weekly office consultations
- Weekly email progress updates
- Every day meetings the first week, bi-weekly until the end of the term, every day during the last week of term
- Weekly or bi-weekly demonstration of progress (laboratory or field)

### 4. **Evaluation**

- Comprehensive analytic or evaluative reports
- Proficiency demonstration
- Examination(s)
- Integrative paper