

INDIVIDUAL STUDIES or TBA CONTRACT

Last Name:	First Name:	MI:	ID No.:
Year:	Semester (circle one): Summer Fall Spring	Course Length (circle one): 1 st 8-week 2 nd 8-week full semester	
Dept. Prefix:	Course No.:	Section No. (for Office of Academic Affairs use only):	
Course Title:		Instructor:	
Course Evaluation will be (circle one): A,B,C,D,F (letter grade) P/F (pass/fail)			

The above named student is enrolling in an Individual Studies course. This student hereby agrees to complete the assigned course work as described on **the attached syllabus or research guideline**. The criteria in the attached syllabus will be used to determine the student's successful completion of the course.

Explain the reason individual studies course is needed: _____

When is the student graduating? _____ **Student GPA:** _____

When will this course be offered again? _____

This contract has been approved by:

Signature of Student

Signature of Department Chair

Signature of Instructor

Signature of Dean

Individual Studies or Taught by Arrangement Courses: The following policy applies to all courses taken as an Individual Studies (IS) or by special arrangement (TBA) course. Normally, IS/TBA courses would not duplicate courses offered in the regular class schedule of a department during a semester. Also, keep in mind that TBAs place an additional work load on the faculty member for which **there is typically no monetary compensation** (no credit for faculty load hours). It is better to direct students into other regular course offerings that will accomplish the same learning objectives.

1. After discussion with the student, the faculty member establishes an agreement with the student concerning the topic, nature, and scope of the proposed course. The faculty member is responsible for developing a course syllabus for the class in accordance with the operating policies and procedures of the institution (See Part III 3.1.4, of the *Faculty Handbook*.) Research projects may require a different form of documentation. Talk to your department chair should alternative or additional information be needed. The faculty member should give careful consideration to the appropriate amount of work for the number of credit hours being awarded for the course. The Oklahoma State Regents for Higher Education have established 800 minutes of "seat time" per credit hour. The Federal Credit Hour Definition is as follows:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than (1) one credit hour as one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit ... or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in ... this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

I recommend you consider the average student's ability to read, research, draft papers, complete the assignments, etc. when determining the amount of work required by a student.

2. The course needs to have the appropriate course code, credit hour, and title. Most programs have a specific course identified in the catalog as Individual Studies in [name of program]. You will need to determine the number of credit hours awarded for the course (see step 1 above). Also, you will need to have a unique title for the course: **the course cannot have the same title as a regularly offered course in the program.**

3. After the student and the faculty member have signed the contract form, it must be presented to the **department chair**. Approval should not be given until all information on the form is complete and accurate.

4. After the chair has signed, the form is given to **the dean** for approval. Approval should not be given until all information on the form is complete and accurate.

5. The student then secures a section number for the course from the Office of Academic Affairs. Students may not obtain section numbers for the course from faculty members, department chairs, or deans. In most instances, IS/TBA courses should **not** be designed for multiple enrollments. Further, the Office of Academic Affairs should not assign section numbers until the student has obtained all approvals. Once the student has a section number s/he may proceed to the Registrar's Office to complete the enrollment process.

6. In general, the **faculty member will receive no Faculty Load Hours (FLH) for the course**. However, the faculty member may qualify to receive one FLH if applicable as specified by the rules for conversion of "non-lecture" instructional assignments in the *Faculty Handbook* (Part II, Section 2.8.6.2.6).