

Title:	Alternative Study Contract Courses Policy (Variable Credit)
Effective Date:	01/08/2015
Date of Last Revision:	04/11/2023
Review Date:	04/11/2023
Cancellation:	
Responsible Office:	Academic Affairs

Alternative Study Contract Courses Policy (Variable Credit)

Policy

In order to effectively meet the course completion needs of individual students in specialized circumstances (such as teach-outs, changes in curriculum, and changes in staffing) each program will have the option to develop and propose an alternative study contract course of variable credit for approval by the Chief Academic Officer

This alternative method allows a course to be restructured, generally using the hybrid mode of instruction (reducing seat time and replacing it with other instructional activities where possible i.e., for didactic activities, but not in practical/workshop or laboratory requirements where attainment and demonstration of skill and practical competency are required) for small numbers of students.

A learning contract must be developed that details all the requirements, responsibilities, and schedule of structured events (readings, assessments, lab/workshop, etc.) that are required using the alternative method to complete the course for both student(s) and instructor(s). The learning contract is an adjunct document that must accompany the course syllabus.

Once developed, the learning contract and course syllabus must be submitted by the instructor for approval by the Divisional Dean and, finally, the Chief Academic Officer.

A thorough justification for the need for the alternative study must accompany the learning contract and course syllabus for approval.

In circumstances where a structured teach-out is occurring, prior approvals may be secured in advance to facilitate optimal scheduling of required facilities and an ability to provide students a clear plan to program completion.

Final approval by the Chief Academic Officer will typically occur within the weeks just before a semester commences.

Instructors are not authorized to offer students these contracts for convenience, and their use is restricted to specialist situations and circumstances, as detailed in the first paragraph.

Scheduling access to specialist laboratory or workshop areas can only be determined after student need is either known or confirmed. These contract requirements will generally not displace existing laboratory/workshop/specialist experience classes and cannot be taught at the same time another class is in session.

No alternative study will be approved after the add/drop period of a semester unless extraordinary circumstances arise.

The learning contract must contain statements signed and dated at course/ commencement by both student and instructor that agree to the delivery and responsibilities of this alternative study experience.

In courses that involve fees for laboratory or workshop or other specialist course aspects, the student will still be required to pay such fees as these components must still be achieved. In common with a normal course, the instructor is responsible for submitting all end-of-semester check-out requirements.

Instructors will be compensated at the rate commensurate to students enrolled (Faculty Load, Adjunct Rate, or Independent Study Rate).

A student can challenge a final grade received using this alternative study process through the college grade appeal process.

Attachments

Reference:

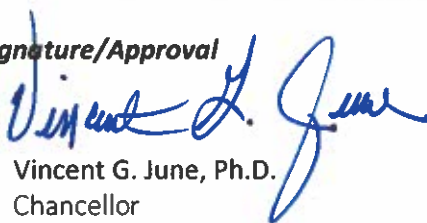
Policy Reference:

Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Rev 1: 04/11/2023		
Committee for Institutional Policy Review	Initial: 01/08/2015 Rev 1: 05/09/2023	Initial: 01/08/2015 Rev 1: 05/09/2023	
Executive Leadership Team	Initial: 01/08/2015 Rev 1: 06/22/2023	Initial: 01/08/2015 Rev 1: 06/22/2023	01/08/2015

Chancellor's Signature/Approval

SIGNATURE:


Vincent G. June, Ph.D.
Chancellor

DATE:

6/23/23

Final Distribution:

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review