

Student Name: _____	ID Number: _____	Session Date: _____
Course Code: _____	Course Name: _____	Instructor: _____

If any assignments/projects were altered from the original syllabus, please note them here.

Original Assignment/Project	Altered Assignment/Project	Reason for Alteration

Schedule of Meetings

(Minimum of one meeting per month)

Meeting Date	Items to be Discussed

Guidelines for One-to-One Courses

1. One-to-One courses should follow the same general syllabus as the regular course section, including assignments, projects, and examinations. Modifications may be permitted if a section of the syllabus is not relevant to an individual student (ex. If group work is required, an alternative, but equally-weighted, assignment may be substituted.)
2. One-to-One courses are typically granted if a student is in his/her last 1-2 semesters and the required coursework is not being offered or pertinent course offerings were closed. Department Chairs/Program Directors are encouraged to allow appropriate course substitutions before granting One-to-One courses.
3. Students requesting One-to-One courses must receive approval by the Department Chair/Program Director under whose jurisdiction the coursework falls - not necessarily the student's Department Chair/Program Director.
4. A maximum of twelve credits can be earned through One-to-One coursework.
5. Tuition for these courses is charged at the same rate as all other formal classroom work.
6. Students must complete a contract, including any modifications made for individual course work.
 - a. A copy of the contract must be forwarded to the Registrar's Office for the students' files.
7. All paperwork must be completed and submitted before a grade and credit can be released for the course.

I understand that if I don't complete all requirements for this One-to-One course by the end of the semester, I will be given an "incomplete." I further understand that if I receive an "incomplete," I will have two (2) weeks from the end of the course to complete all course requirements. If requirements are not met within two (2) weeks, the "incomplete" will be converted to an "F". I understand that it is my responsibility to communicate with my instructor and notify him/her of any situations that might interfere with the successful completion of this One-to-One course.

REQUIRED SIGNATURES

Student: _____ **Date:** _____

Instructor: _____ **Date:** _____

**Department Chair/
Program Director:** _____ **Date:** _____

Notes:

Office Use Only: One-to-One Checklist

Student: _____ ID: _____ Session Date: _____

Course Code: _____ Course Name: _____

___ "Request for One-to-One" form to Registrar

___ Instructor Identified: _____

___ Signed contract returned (Date: _____)

___ Documentation to formal college file

___ Final grade entered: _____

___ Instructor compensated

COPIES TO: *Student Instructor Student File
Department Chair/Program Director*