

**College of Sciences and Mathematics Directed Studies/Special
Problems Course Faculty/Student Agreement Form**

**PLEASE COMPLETE THE FOLLOWING STEPS TO EXECUTE
THIS AGREEMENT:**

- 1. In consultation with faculty member supervising Directed Studies/Special Problems course:**
 - a. Student completes form**
 - b. Syllabus is attached**
 - c. Student signs form**
 - d. Faculty member signs form**
- 2. Form is submitted to departmental office (by student or faculty member)**
 - a. Department Chair signs form**
 - b. Department Admin registers student for course (if prior to 15th day of class; 5th class day for summer terms)**
- 3. Form is submitted to COSAM ADAA office by Department Admin**
 - a. Associate Dean signs form**
 - b. ADAA Admin retains copy and returns form to departmental office**

PLEASE NOTE: If the student is not registered for the course by the 15th class day of the semester (5th day for summer terms), an additional form must be used. The “Schedule Adjustment Form” can be requested from the COSAM Student Services office. *The procedure listed above should be followed in addition to completing the Schedule Adjustment Form.* All paperwork is then submitted to the COSAM Student Services office to start the digital approval process that will result in the student being registered for the course.

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STUDENT: _____ BANNER I.D. #: _____

PROFESSOR: _____ DEPARTMENT: _____

COURSE: _____ SEMESTER: _____

CREDIT HOURS: _____ CHECK IF S/U CREDIT: _____

[Clarify below what the student will do and how their effort will be evaluated for the credit earned.]

[A syllabus must be attached.]

OBJECTIVE OF THE COURSE:

METHOD(S) TO OBTAIN OBJECTIVE:

SCHOLARLY PRODUCT(S) TO BE GENERATED BY STUDENT:

CRITERIA TO ASSESS THE WORK PRODUCT(S):

Student Signature

Date

Faculty Signature

Date

Department Chair Signature

Date

COSAM Assoc. Dean's Signature

Date