Application for Off Study Schedule

|  |  |  |
| --- | --- | --- |
| Name       | Box #       | Student ID#       |
| Program       | Class: [ ]  Fr [ ]  So [ ]  Jr [ ]  Sr [ ]  Grad |
| Course # and Name       | Credits       |
| Instructor       | Term: [ ]  Fall [ ]  Spring [ ]  May [ ]  Summer Year      |

Reason(s) for wanting to complete this course off the regular schedule

I have included the following documents:

[ ]  Syllabus

[ ]  Intended meeting times

Is Schoology needed for this class? [ ]  Yes [ ]  No

Signatures Required

Instructor Date

School Dean Date

Academic VP Date

Provost Date

After reading additional course instructions and requirements on the reverse side of this form, please return form and necessary additional paperwork to the Registrar's Office.

**OFFICE USE ONLY**

Copy sent to: ☐Student file ☐Academic Office ☐Instructor
☐Fee applied

Off Schedule Course Instructions

Definition

Off-schedule courses are courses normally offered at Baptist Bible College but taken at a time not listed on the official college course schedule.

Course Requirements

In addition to requirements given in the course syllabus, the following requirements must be met by the student in order to successfully complete an off schedule course:

* A careful and accurate time log must be kept by the student
* Completion of all assignments including an assignment log with grades.
* A one-page conclusion and assessment by the student of what they learned from the study and evaluation of their experience with the instructor

The following requirement must also be met by the instructor:

* Preparation of a course syllabus (submitted with application)
* Faculty statement of intended meeting times (submitted with application)
* A brief written assessment of the student's performance in relation to course objectives being met.
* Submission of final grade (to Registrar's Office) and assessment to division director

Application Instructions

* Complete the application for Off-Schedule Study
* Attach course syllabus and schedule
* Get appropriate signature including payment of $100/credit hour fee to the business office
* Return forms to the Registrar's Office

I have read the Off Schedule course instructions. Please sign here: