



**Title:** Alternative Study Contract Courses  
Policy (Variable Credit)

**Approval Date:** January 8, 2015

**Effective Date:** January 8, 2015

**Date of Last Revision/Revisions Approval:**  
N/A

**Cancellation:** N/A

**Office:** Academic Affairs

### **Alternative Study Contract Courses Policy (Variable Credit)**

In order to be able to effectively meet the course completion needs of individual students in specialist circumstances (such as teach outs, changes in curriculum, changes in staffing) each Division/Department/Program will have the option to develop and propose an alternative study contract course of variable credit for approval.

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 Program/Department then Divisional Dean and finally the Vice Chancellor of Academic Affairs. 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 student a clear plan to program completion. Final approval by the Vice Chancellor will typically occur within the weeks just before a semester commences. Instructors are not authorized to offer students these contracts for convenience purposes and the 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. The learning contract must contain statements signed and dated at course commencement by both Student and Instructor that agrees 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 of \$70 for each credit enrolled. Final compensation will not be

processed until the grade is submitted and all check out materials are submitted. A student retains the ability to challenge a final grade received using this alternative study process through the college grade appeal process.

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Revision & Approval
x	<i>Cabinet Approval</i>	<i>January 8, 2015</i>	<i>January 8, 2015</i>	<i>N/A</i>
x	<i>Executive Committee Approval</i>	<i>January 8, 2015</i>	<i>January 8, 2015</i>	<i>N/A</i>
x	<i>Chancellor Approval</i>	<i>January 8, 2015</i>	<i>January 8, 2015</i>	<i>N/A</i>

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