

KANSAS WESLEYAN UNIVERSITY

Office of the Registrar PH285, 100 E. Claflin, Salina, KS 67401

Telephone: (785) 833-4318

FAX: (785) 404-1485

E-mail: kdubhub@kwu.edu

APPLICATION FOR NON-SCHEDULED COURSES

(A fee of \$75.00 per credit hour is charged in addition to all other tuition charges for the course)

A non-scheduled course is an existing catalog course that an instructor will offer on behalf of a student during a term in which the course is not regularly scheduled. Non-scheduled courses will only be approved when extraordinary means must be used to help students address their curriculum requirements and all other options have been exhausted. They are not to be used for bypassing fundamental portions of the curriculum, for the convenience of the student, for gaining athletic eligibility, or for completing load requirements. A fee of \$75 per credit hour in addition to all other tuition charges for the course is assessed.

Requirements for a Non-Scheduled Course:

1. The student must be degree-seeking at KWU with Junior or Senior standing. Only one non-scheduled course may be taken in a given term.
2. The student must have a demonstrated curriculum deficiency in the required area of study. All other avenues must be explored prior to application for registration in a non-scheduled course.
3. The non-scheduled course must align with the credit hours and contact time associated with the regularly scheduled course and must be taught as the course is described in the catalog.
4. Faculty may not instruct more than two non-scheduled course and/or Independent Study sections in a given academic year. Adjunct faculty are not normally assigned non-scheduled courses or Independent Studies. Exceptions to faculty requirements may be made at the discretion of the Executive Vice President/Provost.
5. A complete Application for Registration in a Non-Scheduled Course must be submitted to the Office of the Registrar **before the last day of regular class in the prior term as listed in the Academic Calendar.**
 - a. A syllabus for the course must be enclosed with the Application and presented to the student.
 - b. The application must be approved by the instructor, advisor, division chair, and Executive Vice President/Provost and must be signed by the student and the Office of the Registrar.
 - c. A description of the frequency and form of faculty student contact must be included (tentative schedule).
 - d. A description of the curricular deficiency the non-scheduled course is to address.
 - e. A description of all other avenues explored before determining that enrollment in a non-scheduled course is the appropriate action to address the curricular deficiency

Student's Name _____ **ID/SS#** _____ **Date** _____

Course # and Title (from catalog) _____ **# Credit Hours** _____

Instructor Name (please print) _____

Planned Grad Date _____ **Student's Catalog** _____

Major _____ **Minor** _____ **Liberal Studies**

Semester/year study is to be done (e.g. Fall 2016): _____

Note: Non-scheduled courses must be completed within the normal beginning and ending dates for the semester.

Tentative Schedule (frequency of faculty/student contact): _____

Note: Attach additional pages if necessary.

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Curricular Deficiency Description:

Note: Attach additional pages if necessary.

Description of avenues explored before request:

Note: Attach additional pages if necessary.

SIGNATURES

Student:

Date:

Note: Student should obtain **ALL** the signatures below and submit to the Registrar's Office

Instructor:

Date:

Note: Course description and syllabus must be attached.

Division Chairperson:

Date:

Advisor:

Date:

Additional comments

(Office Use Only)

Office of the Registrar

Date

SUPPORTED

NOT SUPPORTED

Provost

Date

APPROVED

NOT APPROVED

Comments: