



**CONTRACT FOR
ADVANCED/SPECIAL TOPIC**
Office of the Registrar

This form is to be completed by the student and is subject to the eligibility guidelines outlined in the University Catalog. This form must be submitted and approved by the end of the first week of the semester.

ADVANCED/SPECIAL TOPIC: An enrichment course in the major; outside of the present curriculum.

Student Name: _____ **Semester:** _____ **Year:** _____

Instructor Name: _____ **Semester Hours:** _____

Course Subject	Number	Course Title
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Eligibility Guidelines:

1. Any Junior or Senior needing an Advanced/Special study in order to facilitate a program projection and who can demonstrate legitimate need may petition to take the course as an Advanced/Special Topic from a qualified faculty member.
2. This contract must have Departmental/School approval.
3. Only one course may be taken in this manner per semester with a total of two taken during your time at Malone.
4. Any deviation from this official policy must be appealed in writing to the Associate Provost.

Rationale: (Describe the legitimate need for the student to take this course.)

Syllabus: Please attach a complete syllabus including:

- Statement of learning objectives
- Outline of topics
- Description of work expected (The student must maintain a time-log, certifying that s/he has engaged in 45 clock hours of academic effort—including time spent reading, writing, conferring, gathering data, etc.—for each semester hour of credit granted.)
- Listing of text(s) and course readings.
- Means of evaluation
- Schedule of faculty/student conferences (In a three-semester hour course, the student must meet for a minimum of fifteen one-hour individual conferences with the instructor in addition to the sessions devoted to testing and evaluation.)

Signatures:

Student: _____ Date: _____

Instructor: _____ Date: _____

Departmental Approval/Chair: _____ Date: _____

Return the completed form with attached syllabus to The Office of the Registrar for registration purposes.

Office Use Only

Student ID _____ Copy to Instructor _____ Copy to Student _____ Registered