

## Course Learning Contract (CLC)

### Application to add a course to the schedule by means of a Course Learning Contract

The purpose of this process is to approve or deny a student request to add a course to the College schedule. The application for a Course Learning Contract (CLC) must be completed and documentation must be attached for the student's request to move forward. The faculty member initiates the CLC process.

#### Faculty Member

I petition my Division Chair for approval of a CLC for \_\_\_\_\_  
for the following course \_\_\_\_\_ (Subject) \_\_\_\_\_ (Course) \_\_\_\_\_ (Credit Hours)  
(Course Title) \_\_\_\_\_  
(Text Book) \_\_\_\_\_  
  
Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Division Chair

Recommendation \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Recommend Payment? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
Division Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Vice President of Academic Affairs

Recommendation \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Recommend Payment? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
VPAA \_\_\_\_\_ Date \_\_\_\_\_

#### Office Use Only

CRN \_\_\_\_\_  
Subject \_\_\_\_\_ Number \_\_\_\_\_ Notified Student \_\_\_\_\_  
Title \_\_\_\_\_

Human Resources Office Notification \_\_\_\_\_

Payment: No compensation: \_\_\_\_\_

CLC: \_\_\_ (credit hours) x \_\_\_ (number of students) x \$ \_\_\_ (credit hour amount) = \$ \_\_\_ Total Due

Class conversion \_\_\_ (credit hours) x \_\_\_ (adjunct faculty CrHr amount)/one-third = \$ \_\_\_ Total Due

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The student must discuss the need for a Course Learning Contract (CLC) with the appropriate faculty member or Division Chair. The student and faculty member must mutually agree to the conditions stated for implementation and evaluation. The student and faculty member must complete this application form. Both parties must sign and date the document. The faculty member has the responsibility of petitioning the Division Chair for approval of the student's application for CLC.

The contract must be signed and approved by all parties and received in the Records office prior to the start of the scheduled course in order to be valid. The student will be notified of acceptance/denial of his contract by the Vice President of Academic Affairs or designee. Upon approval, appropriate registration materials must be completed and submitted by the student. **Tuition and fees will be assessed. Registration for the CLC will not be official until the student has registered, tuition and fees paid or other financial arrangements are made.**

Name _____	Student ID N _____
_____@mail.wvnc.edu	Telephone Number (_____) _____

Degree/Program _____	Graduation Date _____	
Subject _____	Course Number _____	Credit Hours _____
Title _____		
Beginning Date of Course _____	Currently Scheduled? _____ Yes _____ No	
	Course to CLC conversion? _____ Yes _____ No	

Please submit the following attachments:

_____ Reason for Course Learning Contract (Attachment I)	_____
_____ Method of meeting course objectives (Attachment II)	_____
_____ Method of evaluating student process (Attachment III)	_____
_____ Course Syllabus	
_____ Degree Evaluation	

Faculty Signature _____	Date _____
Student Signature _____	Date _____