

# West Virginia Northern Community College

## Course Learning Contract (CLC)

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

### Instructions:

The student must discuss the need for a Course Learning Contract 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 this contract by the Vice President of Academic Affairs or designee. Upon approval, appropriate registration materials must be completed and submitted by the student to the Service Center. Tuition and fees will then be assessed. Registration for the CLC is not completed until materials are processed by the Campus Service Center and tuition and fees are paid or other financial arrangements are made.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Major \_\_\_\_\_ Semester / Year \_\_\_\_\_

Subject \_\_\_\_\_ Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_

Title \_\_\_\_\_ Currently Scheduled  Y  N

Beginning Date of the Course \_\_\_\_\_

Please label and attach the following:

Reason for Course Learning Contract (Attachment I)

Method of meeting course objectives (Attachment II)

Method of evaluating student progress (Attachment III)

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Paid \_\_\_\_\_

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### Instructions:

The purpose of this process is to approve or deny a student request to add a course to the College schedule. The Student Application for a Course Learning Contract must be completed (over) and documentation must be attached for the student's request to move forward. The faculty member initiates the CLC approval process by petitioning the Division Chair for approval of the student application. It is the responsibility of the Division Chair to make a recommendation of the faculty's petition and to forward the recommendation with the appropriate forms and documentation to the Vice President of Academic Affairs for approval or denial.

### Faculty Member

I petition my Division Chair for approval of a CLC for \_\_\_\_\_  
(Student's name)

for the following course \_\_\_\_\_  
(Include subject, course number and title)

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

### Division Chair

Recommendation \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Recommend Payment? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments (Attachment IV if needed):

Division Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

### Vice President of Academic Affairs

Petition \_\_\_\_\_ Approval \_\_\_\_\_ Denied

Instructor Paid? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments (Attachment V if needed):

VPAA Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only:

CRN \_\_\_\_\_ Subject \_\_\_\_\_ Number \_\_\_\_\_ Notification Sent \_\_\_\_\_

Title \_\_\_\_\_