

**FLORIDA GULF COAST UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
DIVISION OF HEALTH SCIENCES**



**Bachelor of Science in Health Science
Student Guidebook
2011-2012**



Dear Student:

We would like to take this opportunity to welcome you to the Division of Health Sciences of the College of Health Professions.

As you are aware, you are embarking on an exciting and challenging academic and career path. The Health Sciences' faculty hope to work with you, so that you can develop the knowledge, skills and abilities necessary to address the challenges you encounter as a health care professional.

We invite you to develop and maintain communication with the faculty so that they may assist you in your progression through the program. We also encourage you to develop networks with other students in the program, many of who already work in the health care arena.

For your convenience, we have compiled this Student Guidebook. It provides important policies and procedures, as well as general information.

Again, we would like to welcome you and wish you success.

Sincerely,

The Health Sciences' Faculty & Staff

Michelle Angeletti, Ph.D.

Tony Burkett, M.S.

Maxine Faatz, BS, College Advisor

Joan Faris , M.S.

Joan Glacken, Ed.D.

Julie Hammerling, MSH, MS

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Students Rights, Responsibilities and Code of Conduct

The policy, procedures and regulations governing student rights, responsibilities and conduct that are part of the terms and conditions of admission and enrollment for all undergraduate students are published annually in the FGCU Student Guidebook (<http://studentservices.fgcu.edu/JudicialAffairs/>) and it is the student's responsibility to read and become familiar with these.

Introduction to the Student Guidebook

The Guidebook contains current information pertaining to the Division of Health Sciences program, policies, and procedures. It also contains references, information, and guidelines that would be helpful to your successful progression in the program. The contents of this Guidebook are dynamic, and as such, changes or updates will be shared with enrolled students as they occur.

Each enrolled student is provided a copy of this Student Guidebook through the Health Science website. All students are expected to read, understand, and comply with the Guidebook policies and procedures. Students are responsible for seeking clarification regarding any items included in the Guidebook from their faculty advisor or the Division Chair.

Mission Statement

The Division of Health Sciences mission emerges from, and is congruent with the mission of the College of Health Professions (CHP) and Florida Gulf Coast University (FGCU). The Division of Health Sciences aims to meet community and market needs by providing future-oriented, accessible, student-focused undergraduate and graduate education programs that foster professional growth, career mobility, diversification, and advancement for health professionals. Faculty and administrators are committed to interdisciplinary education and practice experiences for health professionals from a variety of disciplines within the division and across the College of Health Professions. Faculty, administrators, students, and graduates will assume the responsibility of academic excellence, empathy and professionalism within their scope of practice, and will be empowered to act as ambassadors for health care consumers, the health professions, the College of Health Professions, and Florida Gulf Coast University.

Bachelor of Science in Health Science Program Description

The Bachelor of Science in Health Science program is designed to provide career advancement opportunities for entry level health profession practitioners and for individuals who seek careers in health care areas such as health services administration and health professions education. The program is also recommended for students who are interested in a health profession at the post-baccalaureate entry level, such as physical therapy or occupational therapy.

Coursework for this degree program is offered by distance learning. The 60-hour upper division curriculum includes interdisciplinary core courses based on generic health care professional competencies, health science core courses, courses specific to career goals and selected area of specialization (concentration), and the University Colloquium.

The Bachelor of Science in Health Science program offers the following two concentrations: Health Science and Health Services Administration.

Student Learning Outcomes

Graduates of the Bachelor of Science in Health Science Program are prepared to serve in professional roles within the diverse and dynamic health services delivery system. Graduates will demonstrate the following entry-level competencies:

1. Discuss the roles that various health care providers play in the health care delivery system.
2. Explain how social, economic, political, and professional forces shape the health care delivery system.
3. Describe how various legal and ethical issues influence the practice of health care.
4. Using the principles of research and inquiry, investigate health science problems, offer plausible solutions, and discuss findings.
5. Demonstrate effective and appropriate communication skills in a health science field.

**FLORIDA GULF COAST UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
DIVISION OF HEALTH SCIENCES
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*The toll-free number gives a menu option. Select option 6 and the University Operator can direct your call to the appropriate extension.

Academic Policies and Procedures

Faculty Advisors

Faculty advisors are assigned upon acceptance into the Health Science program and responsible for maintaining a curriculum progression list for students.

Students who request a change of faculty advisor need to complete and sign the Request to Change Faculty Advisor form (Appendix A). The student will then submit the signed Request to Change Faculty Advisor form to the Division Chair. The student will be notified in writing of the approval status of this request.

Faculty Advisor Review of Registration

1. All students must submit registration requests to their designated faculty advisor for review prior to registration.
2. Students must obtain approval from their faculty advisor to register for courses out of sequence except in cases when it is necessary to repeat a course in which the student earned a grade of less than a C. A grade of C minus (C-) is considered less than a C.
3. All requests for adding courses, transfer credit, changes in curriculum plan or progression in the program, course extensions, or leaves, must be approved by the student's faculty advisor and/or Division Chair.

Access to Faculty and Staff

Faculty and staff are available to address students' questions or concerns via electronic means or face-to-face meetings. The Division Chair is also available if you have difficulties that you wish to discuss. In addition, faculty office hours and contact information are included in each course syllabus.

Transfer of Credit

Students who wish to take courses from another regionally accredited institution of higher education to fulfill degree requirements during enrollment in the Bachelor of Science in Health Science program must gain approval through their faculty advisor and Division Chair by completing the Transient Student Form obtained online at www.facts.org under the College Student tab.

With the approval of the faculty advisor and Division Chair, credits from relevant undergraduate coursework may be transferable into the Health Science program. In order to meet transfer requirements, these credits cannot already have been applied toward another undergraduate degree, used to meet general education requirements or lower

division electives. The following items address transfer of credits prior to admission into the Bachelor of Science program:

1. The number of credits transferred is limited to the number of credits as stated in the current FGCU catalog. Students must complete 30 of the 60 semester hours at FGCU and earn a minimum of 48 hours of upper division coursework (courses numbered 3000 and above).
2. In order to be eligible for credit transfer, the prior courses must have been awarded a grade of "C" (2.0 on a possible 4.0 scale) or higher. Courses completed at another institution must have been completed at a regionally accredited college or university.
3. In order to be eligible for credit transfer, the prior courses must be clearly pertinent to the Health Science curriculum.
4. Credit transfers will be contingent upon review of appropriate documentation from the student's prior courses, including transcripts and, if further clarification is needed to ascertain the content of a course, a catalog course description and/or course syllabus.

Refer to the current FGCU catalog for details regarding transferring credits earned prior to enrollment in the Bachelor of Science Health Science degree program.

Grading Policy

Grading policies are specified in each course syllabus. Letter grades are assigned using the Division's grading scale as follows:

A = 90-100%	Excellent
B = 80-89%	Above Average
C = 70-79%	Average
D = 60-69%	Below Average
F = <60%	Failure
I = Incomplete	
S = Satisfactory (Practicum only)	
U = Unsatisfactory (Practicum only)	
W = Withdrawal	
WF = Withdrawal/Failure	

Faculty electing to use a +/- grading system will indicate this in the course syllabus. Students wishing to appeal final grades must follow the FGCU policy for grade appeals as outlined in the FGCU Student Guidebook. The FGCU Student Guidebook can be accessed at the FGCU Judicial Affairs website: <http://studentservices.fgcu.edu/JudicialAffairs/>

Withdrawal (W)

Students withdrawing from courses are required to notify the Office of Registration and Records (ORR) prior to the university established deadlines. Students who withdraw after the deadline will receive a grade of "WF."

Incomplete Grade (I)

A student who is passing a course but who has not completed all of the required coursework by the end of the term may, with the permission of the instructor, be assigned a grade of "I." A grade of "I" is not computed in the student's GPA.

An incomplete (I) grade cannot be assigned to a course if the student fails to attend the course, drops the course after the drop/add period, or withdraws from the university. A student who registers for a course but fails to meet the course requirements, without officially dropping the course, will receive a grade of "F" in the course.

To initiate consideration for a grade of "I," a student must contact the instructor before grades are reported. The decision to award a grade of "I" is solely the decision of the instructor. Should a professor decide to assign the grade, the student must complete an Incomplete Grade Assignment Form (Appendix B) and submit to the instructor before the grades are due. The Incomplete Grade Assignment Form is available from the course instructor.

The maximum amount of time to complete coursework to remove the grade of "I" is one year from the ending date of the semester for which the grade was assigned or graduation, whichever comes first; however, instructors may restrict the amount of time given to the student to complete the coursework. After one year, a grade of "I" will be changed to an "F" if the instructor has reported no grade. A student may not re-register for a course in which he or she currently has an incomplete (I) grade.

Student Grade Appeal

A student may appeal a grade in a course to address one of the following alleged conditions:

1. Academic action including grading by the instructor that deviated from the established and announced grading policy;
2. Errors in grading procedures;
3. Lowering of grades for non-academic reasons

Note that the professional judgment exercised by the instructor in assigning a grade or in conducting a class is excluded from the provisions of the Grade Appeal process except as noted above.

Before beginning the grade appeal process, the student must first meet with the instructor of the course to discuss the assigned grade and make every effort to resolve the problem at the informal level. If dissatisfied with the instructor's decision, or if the instructor is not available, the student may continue to pursue an informal resolution with the Chair or Director of the department in which the course is housed. If not satisfied with the resolution of the complaint proposed by the Chair or Director, the student may proceed within ten (10) school days of receipt of the Chair's or Director's decision to file a written appeal with the Office of the Dean of the College of Health Professions.

The Student Grade Appeal Policy is published in the FGCU Student Guidebook provided online by Judicial Affairs. Student should read the policy before beginning the grade appeal process. Failure to follow the correct procedures may result in a delay of the resolution of a

grade appeal. The process for Student Grade Appeals can be found at <http://studentservices.fgcu.edu/StudentConduct/appeals.html>.

Academic Honesty

As stated in the catalog, FGCU is committed to a policy of honesty in academic activities. Conduct that breaches this policy, including cheating, plagiarism, and falsification of university records, shall result in academic and/or disciplinary action which may include dismissal from the program, college, and/or university.

According to the FGCU Code of Conduct, cheating is a violation of student academic behavior standards. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards. The common forms of cheating include:

1. Unauthorized assistance-communication to another through written, visual, or oral means. The presentation of material which has not been studied/learned, but obtained through someone else's efforts and used as part of an examination, course assignment, or project constitutes a violation. The unauthorized possession or use of examination or course related material may also constitute cheating.
2. Plagiarism whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another is plagiarizing.

The Division of Health Sciences maintains a **zero-tolerance policy** for academic dishonesty. Any student found in violation of academic honesty will earn a grade of "F" for the course and may be permanently dismissed from the program. Grades of "F" earned as a breach of academic honesty are not eligible for grade forgiveness. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the Division of Health Sciences.

Student Progression and Completion of the Program

Satisfactory academic progress in the Bachelor of Science in Health Science program requires a minimum cumulative GPA of 2.00, with a grade of C or better earned in each course within the program major. A grade of C minus (C-) is considered less than a C. This includes transfer and elective courses.

If the student receives a grade of less than C in a course taken within the major, the student must repeat the course and earn a grade of C or better. Prerequisites to program courses must also be completed with a C or better. Courses may only be repeated once, and only two courses are allowed to be repeated.

Academic Warning

Students in the Division of Health Sciences will be placed on Academic Warning as a result of unsatisfactory academic performance by earning a grade of less than C in any course. Students on Academic Warning must accept whatever additional requirements are stipulated by the Division of Health Sciences. Examples include, but are not limited to, full-

or part-time status, specified credit hour limitations, specific GPAs, and restriction on choice of courses. Academic advising is mandatory prior to registration.

Academic Dismissal

Students will be dismissed from the Health Science program because of unsatisfactory academic performance for the following reasons:

- Earns less than a C in 3 courses;
- Earns less than a C twice in the same course; or
- Earns less than a C after utilizing the grade forgiveness option twice.

Students dismissed from the Health Science program and/or FGCU will not be allowed to take Health Science courses as non-degree seeking students. Any course(s) taken elsewhere while dismissed from the Division of Health Sciences will not count towards the degree.

Reinstatement

Students dismissed because of unsatisfactory academic performance are ineligible to reapply for admission into any program in the Division of Health Sciences for one year. **READMISSION IS NOT GUARANTEED.** Students reinstated in the Division of Health Sciences after Academic Dismissal will be placed on Academic Probation for at least 2 semesters.

As a condition of reinstatement, students on Academic Probation must accept whatever additional requirements are stipulated by the Division of Health Sciences. Examples include, but are not limited to, full- or part-time status, specified credit hour limitations, specific GPAs, and restriction on choice of courses. Academic advising is mandatory prior to registration for the remainder of the program. Not meeting these conditions may result in the student being permanently dismissed from the Division of Health Sciences.

Students will be academically dismissed if they fail to earn at least a 2.00 semester GPA each semester or have any grades of less than C in any program courses. A student academically dismissed a second time is permanently dismissed from the Division of Health Sciences.

Time Frame for Completing Program Requirements

Upon admission into the Health Science program, students must meet with the faculty advisor to select a part time or full time program. Students are expected to maintain continuous enrollment in order to complete the program requirements within the time frame discussed between the student and the faculty advisor.

If the student cannot meet all of the graduation requirements specified by the University, College, and Division due to decisions and changes in course offerings or division policies, appropriate substitutions will be determined by the faculty advisor and Division Chair.

University and Division policies are subject to change. If the student's graduation requirements are affected by these changes, appropriate arrangements will be made to preclude penalization of the student.

Former Student Returning

A former student returning is any former FGCU degree-seeking undergraduate student who has not earned a degree, who has not been enrolled at FGCU in any of the last three terms, and who wishes to enroll. The former student submits a new FGCU and Health Science admission application by the appropriate application deadline. A new application fee is not required. To be readmitted, a student must (a) be in good standing and eligible to return to the last institution attended, including FGCU; and (b) have achieved a grade point average of at least 2.0 on a 4.0 scale on all college-level academic courses attempted. Former students reapplying to the Health Science program must meet Health Science admission standards as stated in the current FGCU catalog. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the Division of Health Sciences and cannot reapply.

Disability Accommodation Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodation to students with documented disabilities. If you need to request accommodation in any class due to a disability, or you suspect that your academic performance is affected by a disability, contact the Office of Adaptive Services. The Office of Adaptive Services is located in Howard Hall, room 137. The phone number is 239-590-7956 or TTY 239-590-7930.

Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second part certification of the reason for the absence.

Vacations

Students choosing to go on vacation while enrolled in a course are responsible for submitting all course work by the stated due dates. Lack of Internet access is not an excuse for late submission. A vacation is an unexcused absence and accommodations in course requirements will not be made.

Practicum Experiences

The student practicum is a valuable experience which allows the student to integrate the theoretical components they have learned in the classroom into a real world experience in the Health Sciences. Students are encouraged to seriously consider the type of practicum placement they would prefer and select one that will enhance their personal and career goals.

All practicum placements are coordinated using legal contracts and affiliation agreements between FGCU and the internship site. The process to develop a new affiliation agreement may take several months and there is no guarantee that an affiliation agreement can be secured at a student's preferred site.

Practicum Placement Guidelines

1. Students are eligible to enroll in the practicum course after completion of a majority of the required coursework **and** approval from their faculty advisor.
2. Practicum experiences must be scheduled during the first six weeks of the semester **prior to** the semester when the placement actually occurs.
3. Students are offered the opportunity to make preliminary selection of their preferred practicum sites. However, student pre-selection of preferred sites does not guarantee assignment to those sites.
4. Employment experiences cannot be used or substituted for program internship or practice experiences.
5. Practicum experiences are arranged as follows:
 - a. Students consult with the faculty coordinator regarding their career goals and related practicum experiences.
 - b. The practicum experiences are approved and arranged by the faculty coordinator in conjunction with the preceptors at the practice sites.

Scheduling of repeat practicum courses due to unsatisfactory performance will be subject to availability of an appropriate affiliate site and adequate supervision. Unsatisfactory performance in the repeated practicum course may result in dismissal from the Bachelor of Science in Health Science Program.

The Health Services Administration practicum can be waived for an upper division elective with at least three years of documented health services administration employment with supervisory responsibilities.

The Health Professions Education practicum requires the student to have an associate's degree in a health profession practitioner content area and possession of, or eligibility for license, certification, or registration in a health profession.

Liability Insurance, Immunizations, and Background Checks

Students are required to provide proof of the following to the Division of Health Sciences before beginning a practicum:

1. verification of professional liability insurance
2. proof of immunizations/screenings **if required** by practicum facility
3. background check **if required** by practicum facility.

Students are required to contact the faculty practicum coordinator during the first week of the semester to verify that the liability insurance will continue to be current through the end of that semester, immunizations for Hepatitis B are up to date and a background check secured if required by the practicum facility. **It is the students' responsibility to contact the faculty practicum coordinator about this matter. The faculty practicum coordinator will not seek out students for this information.**

Students who fail to obtain liability insurance and do not meet the requirements of the facility will not be permitted to go on assignments until such documentation is provided. Once documentation is provided, an attempt will be made to reschedule the assignment prior to the completion of the semester. If the assignment cannot be rescheduled, students will receive an Incomplete (I) for the course, and will be required to complete the assignment during the following semester.

Specific requirements are as follows:

1. Professional liability insurance, with minimum limits of \$1,000,000/\$3,000,000 required, can be purchased from a number of companies.
2. Immunizations and/or screening tests **if required** by practicum facility.
3. Background check **if required** by the practicum facility.

Graduation Requirements

The following are minimum requirements for awarding the baccalaureate degree:

- Apply for graduation by the deadline indicated in the university calendar.
- Recommendation by appropriate college advisor.
- Earn a minimum of 120 semester hours with a cumulative GPA of 2.0 in all coursework attempted at FGCU.
- Satisfy general education requirements (36 hours of required and elective coursework in prescribed areas).
- Satisfy Gordon Rule requirements.
- Earn a minimum of 48 hours of upper division coursework (courses numbered 3000 and above).
- Complete all program requirements.
- Complete the university service learning requirements. Students entering FGCU as freshmen or sophomores must complete a total of 80 approved service learning hours prior to graduation. A student transferring to FGCU as a junior or senior must complete 40 hours before graduation. For more information, visit the Service Learning Eagles Connect website: www.fgcu.edu/connect
- Complete the University Colloquium.
- At least 25% of the coursework required for the degree and 30 of the last 60 hours must be earned at FGCU.

- All students entering FGCU with fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer terms. The university may waive the application of this rule in cases of unusual hardship.
- Satisfy State of Florida foreign language admission requirements.

Application for Graduation

An Application to Graduate must be completed electronically on Gulfline in the term of expected graduation by the deadline noted in the academic calendar. **All students eligible to graduate must complete an Application to Graduate regardless of whether they choose to participate in commencement.** The application is used to prepare the graduate's diploma, initiates the process of verifying degree requirements, and ensures that commencement information is sent to the student. If an application for graduation is denied, a new application must be submitted by the deadline in the new term.

An Application to Graduate can be found on Gulfline.

It is the student's responsibility to clear all incomplete (I) grades and to provide official transcripts of all transferred coursework needed for graduation prior to the application deadline. A student taking an incomplete (I) in any course during the semester in which they have applied to graduate will be denied graduation for that semester. Grade changes and transfer work received after the degree statement has been posted to the transcript will not be incorporated into the degree.

APPENDIX

Appendix A
College of Health Professions
Florida Gulf Coast University

Request to Change Faculty Advisor

Name _____

UIN _____

Current CHP* Program: ___ B.S. Athletic Training
 ___ B.S. Clinical Laboratory Science
 ___ B.S. Community Health
 ___ B.S. Health Science
 ___ B.S. Human Performance
 ___ B.S. Nursing

___ M.S. Health Science
 ___ M.S. Nursing
 ___ M.S. Occupational Therapy
 ___ Doctorate in Physical Therapy

Please indicate which State University System (SUS) graduation requirements have been met.

___ General Education Requirements
 ___ Gordon Rule (6A-10.30)
 ___ Foreign Language

Term Admitted to CHP _____
Total Hrs. Completed in CHP Program _____
Expected Date Of Graduation _____

Please indicate your 1st and 2nd choice for faculty advisor.

1st _____

2nd _____

Reason for requesting change of advisor (optional):

 Student Signature

 Date

_____ Current Faculty Advisor	_____ Date
_____ New Faculty Advisor	_____ Date

Appendix B



**College of Health Professions
Division of Health Sciences
Incomplete Grade Agreement Form**

Date: _____

University Identification Number: _____

Student Name: _____

CRN: _____

Course Number & Title: _____

Semester/Term: _____ **Year:** _____

Course Faculty: _____

This document represents an agreement between the course instructor and student for successful completion of the course described above.

Terms for Completion: _____

Date for outstanding requirements listed above to be submitted: _____
(Date is at the discretion of the faculty, not to exceed one year.)

Student signature: _____ **Date:** _____

Faculty signature: _____ **Date:** _____