

A. Purpose

This document lays out policies, defines various forms of Irregular Registration, and establishes guidelines for such courses. The purpose of this document is to promote careful planning, consistent expectations, and appropriate oversight for independent study courses.

B. Definitions

Irregular Registrations are individualized special study courses with typically 5 or fewer students or non-standard term offerings of standard courses. These registrations are independent study courses arranged between a student (s) and instructor for a given term.

The intent of an Irregular Registration is to offer an independent study course curriculum utilizing a program's open-numbered courses or to offer a standard hard-numbered course that is not being offered in the term a student needs to take the course.

Examples of Irregular Registration uses are, but not limited to:

- Individual internships
- Thesis studies
- Special Studies
- Individual practicum assignments

The definitions of open numbered courses and hard-numbered courses are as follows:

- Hard-numbered Courses have full, distinct catalog descriptions.
- Open-numbered-Courses do not have distinct catalog descriptions. Examples: Research, Reading & Conf., Thesis, Seminar, Special Studies, some Workshops, Practicums, and Capstones.

C. Policy Statement

Irregular Registration Expectations

Irregular Registrations are considered learning contracts between an instructor and student and should be treated as such. Students should be provided with clear expectations for the course, including content, description and grading criteria.

Irregular Registrations are not to be used to circumvent course descriptions, credits, repeat limits, grade modes, fees, academic calendar deadlines, or other catalog policies.

Irregular Registrations may be submitted for both open-numbered courses and hard-numbered courses. All irregular registrations, regardless of being open-numbered or hard-numbered must be accompanied by a course syllabus.

The intent for open-numbered courses is to offer experimental courses or unique research opportunities, projects, etc., not a part of the regular course offerings.

Open-numbered courses cannot be used to:

- Offer deleted courses that are not part of the current catalog. i.e., offering a deleted course under a X99 course number.
- Circumvent repeat limits on coursework
- Allow for different credit amounts for hard-numbered non-variable credit courses

Hard-numbered courses cannot be used to:

- Offer hard-numbered courses currently offered that term unless there is attached documentation of extenuating circumstances.

Approval

Forms are completed online by the instructor or staff designee via Formstack. Each party will receive an email to their SOU email address with instructions to approve the course. Once all parties have approved, Raider Student Services will receive the final approved registration for processing. Raider Student Services cannot process the Irregular Registration until all required approvals have been obtained.

Approval Requirement

Irregular Registration forms must be approved via Formstack by ALL of the following:

1. Student
2. Instructor
3. Program Chair
4. Division Director

Note on approval requirements:

- By approving the Irregular Registration form students acknowledge this registration is subject to the tuition/fee assessment, refunding schedule and SOU academic policies.
- Program Chairs may not approve for the instructor of record.
- Program Chairs may not approve for Division Directors

- Division Directors may approve for the Program Chair by alerting Raider Student Services that the Program Chair is unable to approve and to proceed with the registration without Program Chair approval.

Processing Time and Procedure

Please allow up to seven (7) business days for processing once received by Raider Student Services.

Irregular Registrations will be coded as State Support and be assessed standard tuition and fees associated with the selected instructional method. Courses noted to be Self-Support will be processed as such provided they are being offered by an approved Self-Support program. Courses noted to have special tuition and/or fees will be processed as such provided the tuition and/or fees are approved in the Special Fees book.

Term Deadlines and Fees

Forms created and submitted after the 10th week of term will not be accepted. The student (s) will need to work with the instructor to pursue the Irregular Registration during the subsequent term.

The following fees may be attached to an irregular registration.

- Irregular registrations received after the second week of the term may incur a \$100 late add fee per academic calendar policy.
- Irregular Registrations may incur a \$10 processing fee.
- Special course fees. These course fees must be approved in the special fees book and accompanied by an appropriate detail code.
- Mandatory fees as outlined in the fee book will be applied to Irregular Registrations
- Fees such as differential tuition or catalog level fees will remain and cannot be removed from Irregular Registrations

Students are responsible for following up with their instructor(s) to assure that forms are submitted by the proper deadline.

Cancellations

By approving the Irregular Registration form students acknowledge this registration is subject to the tuition/fee assessment, refunding schedule and SOU academic policies.

Cancellations will require student confirmation in writing. The student may submit an email request to RSS requesting to be dropped from the course. RSS will not add nor drop students from Irregular Registration courses without written request or without signature or email permission.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.