

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 9.1.6

Revised: August 14, 2017

SUBJECT: DEVELOPMENT, APPROVAL AND REGISTRATION OF SPECIAL COURSE

Definition of a Special Course - In addition to regular courses offered on campus and at authorized external campus locations, Wayland Baptist University offers various special courses. The following types of courses are considered special courses:

1. courses that are not included in the approved course inventory
2. courses taught in a shortened format
3. courses taught during a time period that overlaps semesters or terms

source of funds in writing. Procedures regarding such funding must be coordinated by the respective school with the director of financial aid.

Applications shall be submitted to the appropriate schools at least 6 weeks prior to the registration period of the term in which the course is to be offered. Under special circumstances, late requests may be considered by the faculty of the respective school

Collaborative faculty shall perform, at a minimum, the following functions:

1. attend all class sessions
2. assume final responsibility for assessing student performance and for establishing grading procedures
3. complete the requisite training, prior to collaborating in a special course whenever a course is based on a specialized training package. The university shall underwrite the costs of training.

External Campus Courses Offered ~~th~~ernal CampAs

Contact for Interpretation: Vice President of Academic Affairs

This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 – Title changes
- 03/19/1992 – Inception as policy 9.1.4
- 11/27/1995 – Revision-title change
- 07/01/2004 – Reissue as 9.1.6
- 10/01/2004 – Revision-“Off Campus” changed to “External Campus”
- 04/11/2007 – Review
- 03/09/2009 – Revision-title change