APPLICATION FOR
INDIVIDUAL ENROLLMENT
Bachelor’s Essay

Individual Enrollment Policies

- Lecture courses cannot be scheduled as individual enrollment courses.
- This is the only Bachelor’s Essay form that will be accepted by the Office of the Registrar.
- This form may not be submitted by the student or faxed to the Office of the Registrar.

Student Individual Enrollment Information

Project Title: ____________________________________________

Faculty Supervisor Name: __________________________________

Student’s Name: ________________ Student’s ID Number: ________________

Course ID Number: _______ (CHEM) (499) (01) (2018)

Total Credit Hours: _______ Credits to be posted*: 3 credits hours in Fall _______ 3 credits in Spring _______

Student Signature: _______________________________________________________________________________ Date: __________

Checklist for Faculty Supervisor

_____ In consultation with student, establish learning goals and outcomes for the course and produce a detailed description and/or syllabus. Include the course schedule, a detailed description of course assignments and due dates, the grading policy, a detailed clock to credit description of project showing at least 700 minutes of academic engagement per credit hour, and the basis for determining a final course grade. If the Bachelor’s Essay spans two terms, the Office of the Registrar will enroll the student in the consecutive semester. The student is responsible for ensuring that the course is reflected on their degree audit. Contact the Office of the Registrar at registration@cofc.edu if it is not. (Additional syllabus guidelines may be found in Policy 7.6.10)

_____ Provide the student with a copy of the course description/syllabus, attach a copy to this form, and sign below.

_____ Submit to the Department Chair for review and signature.

Faculty Supervisor Signature: ___________________________________________ Date: __________

Checklist for Academic Department

I approve this individual enrollment in Bachelor’s essay and confirm that the following items are on file within my department.

- Course description and/or syllabus with grading rubric/policy.
- Detailed clock to credit description of project showing at least 700 minutes of academic engagement per credit hour.
- Learning outcomes and goals for the course.

Chair or Dean Signature: ___________________________________________ Date: __________

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