APPLICATION FOR
INDIVIDUAL ENROLLMENT

Individual Enrollment Policies

- Lecture courses cannot be scheduled as individual enrollment courses.
- Deadlines for Individual Enrollment Forms are noted on the Academic Calendar. This is the only individual enrollment 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.

Checklist for Student

- Check with academic department for specific rules regarding Individual Enrollment (e.g. eligibility, repeatability).
- Identify a faculty supervisor and meet to set expectations and learning goals, preferably one semester in advance.
- Faculty Supervisor Name: ___________________________________________________________

Project Title: ______________________________________________________________________

Student’s Name: ___________________ Student’s ID Number: ____________________________

Course ID Number: _______ _______ _______ Credit Hours: ______ Year: ______

(CHEM) (399) (01)

Term (circle one): Fall or 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, and the basis for determining a final course grade. (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. Department Chair must submit form to the Office of the Registrar by the published deadline.

Faculty Supervisor Signature: __________________________________ Date: ____________

Checklist for Academic Department

I approve this individual enrollment and confirm that the following items are on file within my department.

✓ Course description and/or syllabus with grading rubric/policy.
✓ Course schedule including detailed description of course assignments and due dates
✓ Learning outcomes and goals for the course

Chair or Dean Signature: __________________________________ Date: ______________

Updated 6-30-18

RO Use Only: Initial _______ CRN_______ Date________
Chemistry 399
Tutorial
Departmental Course Syllabus and Grading Policy
*This is a Departmental Course Syllabus covering all sections.*

Chem 399 is a three-credit literature tutorial course. It is designed for students who want to explore a topic in the chemical or biochemical literature in depth with the guidance of a faculty member. The student must first arrange the tutorial and agree upon a topic with a faculty member. The expectation is that the student-faculty pair will typically meet three times a week.

*Catalog Course Description:* Individual instruction given by a tutor in regularly scheduled meetings (usually three hours per week).

*Pre-requisites:* Junior standing

*Course format:* Independent work and analysis will be done by the student in consultation with the faculty mentor

*Learning Outcomes:*
  
  - To understand how scientific knowledge is constructed by exploring a topic in the primary literature
  - To understand how a scientific argument is constructed in the writing of a primary journal article.

*Grading:* Typically, a student will write a ~10 page research paper summarizing findings from the semester. The faculty member will provide more specific expectations that may include 1) additional written work, 2) tests on material, 3) presentations, or 4) final project or product (web page, research guide, lab write-ups, etc). These expectations should be summarized as an addendum to this document, if applicable.

*Office Hours:* Office hours will vary depending on the mentor's schedule in a given semester. Students should establish a regular meeting time to touch base with the faculty member and indicate this in the addendum below.

*Meeting Place:* Typically the student will be working independently but will meet frequently with the faculty member. The location of that lab will be identified in the addendum below.

*Accommodations for Disability:* Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first two weeks of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged.

*Academic Integrity:* Students are expected to abide by the College of Charleston's Honor Code and are referred to the Student Handbook to review this policy: [http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php](http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php).