

## Undergraduate Contract in Lieu of Syllabus Form

### Purpose

This form is used by undergraduate students to request enrollment in a course whose mode of instruction offers the student an opportunity to conduct an in-depth study of subject matter that is usually not provided in the established curriculum and independent of the classroom setting with a current Studio Art faculty of their choice.

This form is for enrollment in ART 4900/4910 Special Problems. For ART 4450 Professional Internship, use the Internship Form.

### Student Instructions

1. Register for all other courses you may also be taking. Do not wait until the Special Problems course is processed.
2. Meet with the faculty member with whom you wish to work to discuss the proposed project/topic.
3. Work together to complete the course objectives, schedule, and evaluation sections below.
4. Review this course with your academic advisor to see how it may or may not service your degree progress.
5. Submit this completed form to the Studio Art office or [studio@unt.edu](mailto:studio@unt.edu) to enroll in the class. You are responsible for obtaining all faculty/staff signatures.

### Student Information

NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_

PHONE \_\_\_\_\_ EAGLEMAIL \_\_\_\_\_

### Course Information

SEMESTER/YEAR \_\_\_\_\_ CREDITS (1 to 3 credit hours) \_\_\_\_\_

COURSE TOPIC/TITLE (for student transcripts) \_\_\_\_\_

INSTRUCTOR NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

COURSE REQUIREMENTS / OBJECTIVES Attach support documents as necessary.

MEETING SCHEDULE Include meeting dates

EVALUATION CRITERIA      Include assignments, due dates, rubric, and grade percentages

I am aware of the number of hours per week this course requires. I affirm that I will work that number of hours. If I become unable to complete the required hours, I will notify my department to have my credits changed appropriately. I agree to meet all requirements, objectives, and meetings.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

\_\_\_\_\_  
DATE

I have conferred with the student about how this course may or may not serve toward degree progress.

\_\_\_\_\_  
ACADEMIC ADVISOR SIGNATURE

\_\_\_\_\_  
DATE

Submit this completed form to the Department of Studio Art or [studio@unt.edu](mailto:studio@unt.edu) to enroll in the class. You will receive an email confirming your enrollment in this class to the official UNT email you list in the Student Information section.