

Graduation Requirement Course Application
OGLALA LAKOTA COLLEGE

Registrar's Office Date
 Entered:

If a student is getting close to graduation but a required course is not offered, the class may be provided as a graduation requirement course (GRC). The purpose of this GRC application is to set up the student for an independent study for continued persistence and timely completion of their degree. Graduation requirement courses are intended for degree-seeking students only. Non-degree-seeking students or students in special programs do not qualify for a GRC. Not all courses can be taught through this mode of delivery. Courses suitable for a GRC are designated by the Department Chair and approved by the Vice President of Instruction. The application must be approved by the Department Chairperson and the Vice President of Instruction.

A GRC will not be allowed if the same course is offered within fifty (50) miles of the student's home district or online. However, if there is a scheduling conflict, a student may still apply. Students are allowed to take up to two graduation requirement courses per semester.

Students who successfully complete 45 hours towards their first AA/AAS or 96 hours towards their first Bachelor's degree are eligible to apply for a GRC.

Students must have an overall Grade Point Average of at least 2.75 and be in good standing, or 3.00 for the previous 24 credit hours, verified by the Registrar's Office.

All disapproved GRC's will be sent back to the student's home center.

Step One – student will complete this section with assistance from center staff and submit to the department chair by email. Student agrees to maintain the log of hours worked on assignments and submit to instructor.

Student Name:	ID#	Phone #	Email:
Name Degree you will be getting:	# of Credit Hours toward this degree:	Year/semester you will graduate:	Course Code & Number of the course you want to take as a GRC.
List any college degrees that you were previously awarded:			
If you've taken this class previously and did not pass, please explain why:			
Please explain why you need to take this course as a Graduation Requirement Course:			
Student Signature (I have read and understand the above statement and policy)		Date	

CENTER STAFF CHECKLIST		
<input type="checkbox"/> Application for graduation is submitted to registrar's office.	<input type="checkbox"/> Typed Status Sheet (attached) for department chair.	<input type="checkbox"/> Student's Cumulative GPA or GPA for previous 24 credit hours:
Staff Signature		Date

Step Two – department chair will review the students record including status sheet, credit hours, GPA and find an available instructor.

DEPARTMENT CHAIR CHECKLIST		
<input type="checkbox"/> This course is approved for the GRC delivery mode.	<input type="checkbox"/> The syllabus (attached) is appropriate for GRC deliver mode and will meet the learning outcomes.	<input type="checkbox"/> The syllabus (attached) is appropriate for student success and assessment.
<input type="checkbox"/> The student is in consultation with the advising faculty member.	<input type="checkbox"/> I have reviewed the status sheet.	<input type="checkbox"/> I have reviewed the GPA for this student.
<input type="checkbox"/> Name of instructor who is available to teach this course (with contract attached):		
<input type="checkbox"/> Faculty orientation (log attached) was held on this day:		
Department Chair Signature		Date

Step Three – Faculty will complete an orientation with the department chair and review the students record, call or email the student and set up a meeting to discuss a schedule and how the semester will go.

FACULTY CHECKLIST	
I agree to the following:	
<ul style="list-style-type: none"> a. Provide center/student with contact information when instructor is scheduled to meet with the student(s). b. Provide center/student with direction on preferred method of receiving homework from Graduation Requirement student. c. Record attendance schedule and verify student progress with center at least four times during the semester. d. Distribute course materials at least one week before meeting with center and student. e. Notify the center when student contact is scheduled at least one week in advance. 	
Remuneration and mileage for faculty:	
<ul style="list-style-type: none"> 1. Faculty will be paid at the rate of \$100.00 per credit hour for each GRC. 2. Mileage will be paid to instructors for travel associated with GRC as per OLC mileage policy. 	
Faculty Signature	Date

The department chair shall be responsible for completing this GRC form and attaching all required documents in **one PDF and email to the office of the Assistant to Vice President of Instruction , jclifford@olc.edu no later than the last day of the add/drop period each semester. June 1st each year is the final deadline to qualify for graduation.*

Vice President of Instruction	
<input type="checkbox"/> Status sheet is attached. <input type="checkbox"/> Syllabus is attached. <input type="checkbox"/> Student orientation log is attached.	
Assistant to VP Instruction Signature	Date
VP of Instruction Approval	Date
<input type="checkbox"/> Sent to the Registrar's Office, Date:	<input type="checkbox"/> Sent back to Department Chair, Date:
Notes:	