



POLICY STATEMENT

- a. The course must be related to an academic discipline and must be a learning experience in that discipline.
- b. An undergraduate student's off-campus course work must be supervised at the site by an agent who agrees in advance to provide a written report of the student's accomplishments. The report must be submitted to the faculty member responsible for evaluating the student's work in time for grades to be issued within the normal schedule for submission of grades for the term in which the work is done. The work must be evaluated by an LSU faculty member who must have access to all aspects of the student's work, and who will assign a grade for the work.
- c. The student must submit a written report to the faculty member responsible for evaluating the off-campus course. The report is due in a timely manner, as indicated above for grades.

- d. Unless the course is normally offered at an off-campus site and is so described in the catalog, the student must obtain written approval from his dean prior to beginning the off-campus work for credit.

IV. SOURCE

Faculty Senate Committee on Improvement of Instruction, memorandum of May 10, 1976, to Office of Academic Affairs.