

Co-Sponsored Course Agreement Form

Consistent with its accreditation, UAS may grant credit for university-level course that are co-sponsored by various organizations with which UAS has an ongoing relationship. A “co-sponsored course” is one for which most or all of the costs of instruction are borne by some agency or organization other than the University, and the academic integrity of the course is ensured by the University. Entities interested in proposing a co-sponsored course should use this form as a requirements guide for approval of UAS co-sponsored courses.

Agency Contact Information

Agency Name: _____

Contact Name(s): _____

Email(s): _____

Phone Number(s): _____

UAS Contact Information

School/Department: _____

Name(s): _____

Email(s): _____

Phone Number(s): _____

Proposed Course Offering (PCO) information:

Academic Department: _____

Semester / Year: _____

Subject: _____

Course Number: _____

Course Title: _____

Credits [X(x+x)]: _____

Letter or Pass/Fail: _____

Maximum enrollment: _____

Prerequisite: _____

Stacked with: _____

Start Date: _____

End Date: _____

Days: _____

Times: _____

Building / Room number: _____

Dual enrollment (grades K-12 only): ☐ Yes ☐ No

Will you need access to Blackboard (an added \$47 registration fee per student): ☐ Yes ☐ No

****Attach Syllabus to this form.**

Student course administrative registration fee will be paid by: ☐ Student ☐ Co-Sponsoring Agency

*If dates/days/times are complex, please provide a detailed full schedule on a separate sheet of paper and attach to Co-Sponsored Course Agreement Form.

Approved Instructor (has gone through internal UAS adjunct approval process, or is a UAS faculty member):

Name: _____

Phone Number: _____

UAS ID number: _____

Email: _____

Co-Sponsoring Agency to Provide:

- Proposed course offering (PCO) information listed on page 1.
- Instructor information, including resume/CV, transcripts, references, and background check form as requested.
- Attached syllabus to this form with Student Learning Outcomes (SLOs).
- Course registration forms for each student after course is approved; due no later than 20 business days after the first class session if a full semester course, or; 5 business days before the end of course date for short courses. Signature from instructor on registration forms.
- Information on who will pay the student course administrative fee (either the agency or student).
- Program outcomes assessment data or documents, if required in syllabus.
- Ensure instructor enters grades in a timely manner for students registered for credit.

UAS to Provide:

- Copy of UAS Policy on Co-Sponsored Courses.
- Contact information for academic unit.
- Internal review of instructor qualifications via instructor approval form.
- Review of course syllabus to ensure appropriate student learning outcomes are met for both catalog and non-catalog courses.
- After course approval, course registration number (CRN) and course registration forms.
- Assistance as needed with PCO, Syllabus, and other required information.
- Course website and grading information deadlines after course is approved.

Approvals:

Sponsoring Agency

I agree to comply with the UAS Policy on Co-Sponsored Courses and will provide all necessary information in a timely manner.

Sponsoring agency representative: _____
Name and title

Signature & Date: _____

UAS

I have read and confirm that all information regarding proposed course is accurate and I have reviewed this application, conferred with faculty, and confirmed that this proposed co-sponsored course meets the requirements set out in the UAS Policy on Co-Sponsored Courses.

Course Title & Number: _____

Dean/Campus Director: _____

Signature & Date: _____