For Office Use:	
CRN:	

## **Heidelberg University**

## **Graduate Independent Course Contract**

For use with any course that is offered for an individual that is not on the schedule. Examples are: Special Topics, Independent Study, and Independent Arrangement.

Part A
Student: Print Name Student ID Number
Phone: e-mail:
Course Prefix, Number and Title: (If a special topics course, title has 30 character limit)
Instructor: (Print name) Number of Credit Hours
Part B
I. <u>Objectives</u> (the specific course material and areas to be covered):
II. Procedures (statement of how the objectives will be attained:  Books to be read, papers to be written, experiments to be completed, number and dates of meetings with the instructor, etc.):
III. <u>Evaluation</u> (the specific means and criteria for grade assessment: Written and/or oral tests, term papers, reports, etc.):

IV. Additional information:								
(Attach syllabus or use additional pages if necessary.)								
Part C								
Circle One Term	n Date:							
TERM	TYPE	MAC (Start-End)	MAE (Start-End)	MBA (Start-End)	MME (Start-End)			
Summer 2013	Full Semester	May 20-July 26	June 4-July 5					
	Term 1	May 20-June 7	June 4-July 1	April 30-June 19	June 11-June 22			
	Term 2	June 24-July 26	July 8-August 2	June 25-August 14	June 25-July 6			
Fall 2013	Full Semester	Aug 26-Dec 11	Aug 26-Dec 6		Aug 26-Dec 6			
	Term 1	Aug 26-Oct 17	Aug 19-Oct 10	Aug 20-Oct 15	Aug 19-Oct 10			
	Term 2	Oct 21-Dec 11	Oct 15-Dec 6	Oct 16-Dec 13	Oct 15-Dec 6			
Spring 2014	Full Semester	Jan 8-May 7	Jan 8-May 2		Jan 8-May 2			
	Term 1	Jan 8-Feb 27	Jan 8-Feb 28	Jan 7-Mar 4	Jan 8-Feb 28			
	Term 2	Mar 17-May 7	Mar 4-May 8	Mar 5-May 9	Mar 4-May 8			
Justification mu	st be provided if o	dates will vary from abo	ve.					
Course Contract	t Signatures:							
Student			Date					
Instructor			Date					
Co	omplete next secti	on with the Departmen	t Chair/Director/Dean					
Donartmontal (	Chair/Director/De	an Signaturo:						
Check one			f interest (Independent Stu	idy/ Special Topics per polic	v)			
			(see additional details and		11			
Note: IAs must conform to the IA policies established in the catalog. Please initial verifying that the student has less than 60 hours remaining; and, the course is a necessary degree requirement.								

Submit two copies of IA to the Provost (one for the Provost to keep on file, with Syllabus, and one to be signed by the Provost and then submitted to the Office of the Registrar for processing.)

Program Director \_\_\_\_\_ Date \_\_\_\_

------Complete this section only for Independent Arrangements------

Provost Signature for Independent Arrangement \_\_\_\_\_\_ Date \_\_\_\_