



Office of the Registrar

For Office Use:

CRN: _____

INDEPENDENT COURSE OF STUDY (TOPICS) CONTRACT

Independent Study Policy

Academic departments may offer a student the option to learn via independent study. An independent study covers a topic of interest to the student and may involve research, and/or extensive work outside of a classroom. Academic departments that offer independent study options are identified as Independent Topics or Study. This option is not available for a current course that is not already identified as Independent Study/Topics. Students with time conflicts between courses will complete a Time Conflict contract.

An independent study must be agreeable to the faculty member, the student and the department chair and associate dean. Completed forms will be returned to the Office of the Registrar.

Part A & B: To be completed by the student.

Name _____ Student ID # _____ Sem./Year Graduation _____ Cum GPA _____

Hours Earned/Completed: _____

Major 1. _____

Major 2. _____

Phone: _____

E-mail: _____

Course Prefix _____ Number _____ Title (max 30 character limit, includes spaces) _____

Instructor: _____

Number of Credit Hours _____

Part B: Provide Rationale.

Using the guidelines at the top, provide the reason for requesting an Independent Course of Study (Topic).

Part C: Instructor- Attached a syllabus, or complete Part C: I-IV.

I. **Objectives** (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. **Evaluation** (the specific means and criteria for grade assessment:
Written and/or oral tests, term papers, reports, etc.):

IV. **Additional information:**

Part D: Instructor- Semester or term

Circle One Term Date:

Fall Full-term	Spring Full-term	Summer Full-term
Fall Part-of-term I	Spring Part-of-term I	Summer Part-of-term I
Fall Part-of-term II	Spring Part-of-term II	Summer Part-of-term II

Dates outside of the approved academic calendar may be submitted for consideration of approval.

Part E: Signatures and Approvals.

Student _____ Date _____

Instructor _____ Date _____

This box is required for all Summer Session contracts.

** Faculty must submit an electronic copy of course syllabus to the Provost's Administrative Assistant. **

----- **Complete next section with the Department Chair/Director/Dean** -----

Department Chair _____ Date _____

Dean _____ Date _____

----- **Complete this section only when faculty checked box above** -----

VPAA/Provost _____ Date _____