For Office Use:

## Heidelberg University

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: Student and course information.		
Student: Print Name		t ID Number
Phone:	_e-mail:	
Topics Course Prefix, Number and Title:		(Title has 30 character limit)
Instructor:	(Print name)	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: Attached a syllabus, or complete Part C: I-IV.

I. **<u>Objectives</u>** (the specific course material and areas to be covered):

 II. <u>Procedures</u> (statement of how the objectives will be attained: Books to be read, papers to be written, experiments to be completed, <u>number and dates of meetings</u> 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: Semester or term				
Circle One Term Date:				
	Spring 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			
** Instructor may submit an electronic copy of course syllabus to the Provost's Administrative Assistant. **				
Complete next section with the Department Chair/Director/Dean and Associate Dean				
-	-			
Department Chair	Date			
•				
Associate Dean	Date			