INDEPENDENT STUDY LEARNING CONTRACT

Department or Curriculum Name: 
Course #: Credit Hours: 
List prerequisites (if applicable):

Section to be completed by Student

APPLICANT INFORMATION:

Student Applicant’s Name: __________________________ PID: __________________
E-mail: __________________________ Phone #: __________________________
Date of Application: ____________ Credit Hours Sought: ____________
Major: __________________________
Class: SENIOR ☐ JUNIOR ☐ SOPHOMORE ☐ FIRST YEAR ☐
Semester Requested: FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II ☐ YEAR _____
Current GPA: CUMULATIVE ____________ MAJOR ____________
Prerequisite(s) Fulfilled: COURSE# ________________ SEMESTER/YEAR __________ GRADE ________
                       COURSE# ________________ SEMESTER/YEAR __________ GRADE ________

Section to be completed by Student and Faculty

INFORMATION ABOUT INSTRUCTOR OF RECORD:

Name: __________________________ E-mail: __________________________
Instructor’s Independent Study Section #: __________________________
Faculty members are restricted to no more than two students per semester or summer session.

COURSE REQUIREMENTS. This is considered a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., 9 hours per week if 3 credit hours).

   a) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include day/time of weekly or bi-weekly meetings.

   b) Reading assignments (and due dates, if relevant): __________________________

   c) Written assignments (page requirements/limits and due dates, if relevant): __________________________

   d) Other assignments (please describe): __________________________

   e) Assessment (e.g., % of course grade based on each requirement) including final examination (or alternate format): __________________________

   f) Other information: __________________________

   g) Work plan (100 words maximum):

   __________________________

   __________________________

   __________________________

☐ I am attaching a syllabus containing ALL these required elements.
INSTRUCTOR OF RECORD AND STUDENT RESPONSIBILITIES:
I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code’s responsibilities of faculty.
Instructor _________________________________ Date ______________________

I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code’s responsibilities of students.
Student _________________________________ Date ______________________

* INDEPENDENT STUDY COORDINATOR:
This application for Independent Study has been reviewed. The proposal is
☐ APPROVED AS IS
☐ REQUIRES MORE INFORMATION (provide details and return to instructor and student)
☐ NOT APPROVED (provide rationale) ________________________________________________
______________________________________________ Date

School/Department/Program Independent Study Coordinator _____________________________

* If the Independent Study Coordinator is not the Department/Curriculum Chair, the Director of Undergraduate Studies (DUS), or another Faculty Designee of the Chair, then the Chair or the DUS must also approve this contract.

** CHAIR OR DIRECTOR OF UNDERGRADUATE STUDIES (whichever is applicable):
This application for Independent Study has been reviewed. The proposal is
☐ APPROVED AS IS
☐ REQUIRES MORE INFORMATION (provide details and return to instructor and student)
☐ NOT APPROVED (provide rationale)

Chair/Director of Undergraduate Studies/Faculty Designee/SAD ___________________________ Date

** If the Chair is the student’s independent study instructor, this form must be signed by the Chair’s Senior Associate Dean (SAD).

Note: Departments/Curricula must maintain copies of this contract for a minimum of two years.