



Independent Study Form and Contract

A hard copy of this form and contract will be saved in student file and information will be put into the student information system.

Student Name: _____ ID: _____

Major/Minor: _____

Department: _____

Course Code: _____ (the Department Chair will assign code)

Independent Study Title: _____

Student Eligibility – Unless some special arrangement is made by Department chair, students must:

- 5th semester or above
- 3.0 GPA or higher

Contract – Please attach to this form a written contract with the following information:

The course of study is to be defined by the student and professor in a precisely drawn contract, similar to a syllabus, which is to be completed before the beginning of class. The contract must be approved by the cooperating professor and the appropriate department chair. The contract must include:

- A statement of purpose, written by the student, stating why he/she is pursuing this independent study.
- A statement of the learning goals of the study.
- An outline of proposed study which indicates a course of work equivalent to that of a regular class. This should include a schedule of meeting times between the professor and the student.
- A list of major assessments to be conducted throughout the course and their submission dates. These can be exams, papers, physical products, or other assessment projects. The course must have, at a minimum, a mid-term assessment and a final assessment.
- A list of the bibliographic references and other resources (interviews, software, etc.) which will be used as part of the study.
- A statement of consequences for the student in the case of underperformance.

Professor name & signature: _____

Department Chair Name & signature: _____

Budget officer: _____

Registration and Records Director: _____

1. TO BE ENTERED IN SONIS ON SAME DATE
2. TO BE PLACED IN PERMANENT STUDENT FILE