Learning Contract for an Independent Study: Regular Course as Directed Study

Student Name:_____________________________________________ Student ID #:____________________________

{Last}  {First}  {Middle}

Total Number of Credits Earned:___________  Cum GPA:___________  Number of Credits for this Contract:________

Date Contract Begins:_______________________________  Date Contract Ends:______________________________

Course Number: _________  Title:_________________________________  Professor:  _________________________

Student’s Concentration: __________________________________

Reason for request:________________________________________________________________________________

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Schedule:  6 Sessions/3 Hours Each (nothing less will be accepted)

1 credit: Meeting #1 date:_____________________________ + Meeting #2 date:______________________________

2 credits: Meeting #3 date:_____________________________ + Meeting #4 date:______________________________

3 credits: Meeting #5 date:_____________________________ + Meeting #6 date:______________________________

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Signatures:

Student:________________________________________________________________________________________ Date:________________________

Professor:________________________________________________________________________________________ Date:________________________

Program Director:_________________________________________________________________________________ Date:________________________

Dean:___________________________________________________________________________________________ Date:________________________

N.B.: Attach a course syllabus to this form.

Office use only:
Course ID:
Term: ______________

Office use only:
Course ID:
Term: ______________

Office Use:
JENZ  REG  SENT CLASS LIST STUD ACCT

6/10/2009 Registrar’s Office
Learning Contract for an Independent Study: Regular Course as Directed Study

Guidelines

The Learning Contract is an agreement between a professor and a student to complete a program of study within a specified time frame. The student is responsible for all follow up in the course.

Every credit of guided or independent study must demonstrate that the student has done at least 45 hours of work; therefore, a 3 credit guided or independent study required 135 hours of work.

Note: -> Contracts may not be made for work already completed.
    -> Students on Academic Probation may not make a Contract.
    -> There is a limit of one Contract per term.
    -> Contracts may not be made for courses offered in a regular class format during the term in question.

Deadline and Tuition: CONTRACT PROPOSALS MUST BE SUBMITTED FOR APPROVAL THREE WEEKS PRIOR TO THE START OF THE INDEPENDENT STUDY. The student will not be registered for the course until the completed contract has been received and approved.

The contract will be included in the tuition charge for the complete Program.

It is the student’s responsibility to submit the contract proposal.

Completing the Contract:

1. A student must prepare a proposal for study in conjunction with the supervising professor.
2. Attach a copy of the course syllabus to the Contract form.
3. On a separate sheet of paper, indicate the ways the course described in the syllabus will be modified in light of the fact that it is being taken as an independent study.
4. Schedule at least two \{2\} dates and times per credit hour for meetings with your professor to discuss and assess your progress.
5. The student is responsible for all follow up in the course.

After the Dean approves the proposal, the student will be registered for the course.

6/10/2009 Registrar’s Office Independent Study