

Nyack College

Office use only:
Course Id:
Term:

Learning Contract for a "Y" Course: Regular Course as Independent Study

Student Name: {Last} {First} {Middle} Student ID #:

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

Credits and Length of Time: Every credit of independent study must demonstrate that the student has done at least 45 hours of work; therefore, a 3-credit independent study requires 135 hours of work.

Date Contract Begins: Date Contract Ends:

Department: Course Number: Title:

Student's Major: Primary Advisor:

Course last offered: Sem Year Course next offered: Sem Year

Reason for request:

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Schedule:

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:

Advisor: Date:

Mentor: Date:

Department Head (of Course): Date:

School Dean: Date:

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

# *Nyack College*

## *Learning Contract for a "Y" Course: Regular Course as Independent 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.*

**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 semester.  
-> *Contracts* may not be made for core courses, foreign language courses, or any course that is offered during the semester in question.

### **Deadline and Tuition:**

CONTRACT PROPOSALS MUST BE SUBMITTED FOR APPROVAL TO THE REGISTRAR'S OFFICE NO LATER THAN THE LAST DAY OF THE ADD/DROP PERIOD. The student will not be registered for the course until the completed contract has been received.

A contract may be included in the flat rate tuition charge, providing it has been submitted for approval by the deadline. Proposals presented at any other time during the academic year will be charged separately at the rate for credits taken above 18.

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. Meet with the faculty mentor in the appropriate department to discuss a program of study.
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 mentor to discuss and assess your progress.
5. The student is responsible for all follow-up in the course.

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