

CONTRACT FOR INDIVIDUAL/INDEPENDENT STUDY/HONORS THESIS I & II

Part A

Student Name _____ Student Number _____ Semester _____ Year _____

DEPT.	COURSE NUMBER	SEC.	COURSE TITLE	CREDITS	INSTRUCTOR NAME & NUMBER

Please Note: If the student is registered for a different section of the course contracted for individual study, the Records Office will automatically drop the student from that section.

Rationale for student taking course: (specific details) _____

Advisor's Signature _____

Part B

Date Course Begins _____ Date Course Ends _____

- For the duration of the course, the course instructor and student agree to meet _____ () times.
- The time and date of the meetings will be arranged by mutual agreement.
- There must be mutual understanding relative to:
 - Course Syllabus or Research Description (must be attached to contract)
 - Course Texts and other materials
 - Course Requirements (reading, papers, examinations, etc.)
 - Grading Procedure

This information must be provided to the student by the course instructor in writing prior to the commencement of the course. A copy of the information must also be attached to the contract, and will be placed in the student's file in the Dean's office.

Course Instructor's Signature _____ Date _____

Part C

Dean of Student's College _____ Date _____

Chair of Dept. offering course _____ Date _____

Student _____ Date _____

Approved Disapproved

Part D

Dean of College offering course _____ Date _____

Approved Disapproved

Please return to the Records Office for processing before the end of the drop-add period.
After the drop-add period, approval from the Student Accounts Office is required.

Records Office Processing: Initials _____ Date _____	Student Accounts Approval (after drop-add period) _____
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REQUEST FOR INDIVIDUAL/INDEPENDENT STUDY

POLICY:

Individual Study is a process by which a student is permitted to study subject matter usually undertaken in a regularly offered course on an independent basis.

Permission to complete a course through Individual Study is given only in unusual circumstances, that is, circumstances which create a need for the course beyond the control of the student. Individual Study may not be given for failure to obtain proper advisement or failure to follow proper advisement once given.

Independent Study is a course in which a student explores a specialized subject not covered by a regularly offered course.

As a general rule, a student engaged in an Individual/Independent Study meets with the course instructor for no more than ten (10) contact hours.

All arrangements for Individual/Independent Study must be completed before the end of the "Drop/Add" period.

PROCEDURE:

1. A student who wishes to undertake Individual Study must consult with his or her Academic Advisor to determine the merit and feasibility of the plan. If the decision is to proceed, the Academic Advisor and student complete **Part A** of the Individual/Independent Study Request Form and the advisor approves.
2. The student schedules an appointment with the instructor of the course and the instructor completes **Part B**.
3. The student then makes an appointment with the Dean of his or her college to review the request. During the interview, the Dean will review the rationale (**Part A** of the Individual/Independent Study Request Form). The Dean signs **Part C** of the Individual/Independent Study Request Form.
4. The Dean forwards the request to the appropriate Department Chair who signs **Part C** of the Individual/Independent Study Request Form regarding selection of instructor, syllabus, text, meeting times, etc.
5. The Department Chair forwards the request to the Dean of the College offering the course
6. The Dean of the college offering the course completes **Part D** of the Individual/Independent Study Request Form. If the plan is approved, the Dean forwards a complete record (consisting of the Individual Study Request Form, the course syllabus, the course requirements and grading procedure) to the Dean of the student's college.
7. The Dean of the student's college forwards the completed Individual/Independent Study Request Form to the Records Office before the end of the drop-add period. After the drop-add period, approval from the Student Accounts Office is required.
8. The Dean of the student's college places a complete record of the transaction in the student's file. The Dean also distributes the required copies.