



### **GUIDELINES FOR AN INDEPENDENT STUDY**

1. Enrollment for an Independent Study is by department in course numbers 199, 299, 399 or 499 for undergraduates, 599, 699 for Master of Arts, and 799 for Doctoral. Each enrollment must be accompanied by a completed Independent Study Contract.
2. Advance planning is essential. There should be some indication that the student has done previous work in the area of the Independent Study project, or that there has been some degree of special preparation and aptitude.
3. The Independent Study Contract must be completed and signed no later than the last date to add classes of the term in which it is to be undertaken.
4. A student may not take more than 8 credits of independent study. Only one independent study per semester is allowed. Exceptions may be granted by petition to the appropriate Dean/Program Director and filed in the Office of the Registrar.
5. The nature of the examination is left to the faculty supervisor. Evaluation may be on the basis of a paper, project or by formal examination.
6. The work for an Independent Study project is to be completed within the semester.
7. Students may earn between one to four units of credit, to be determined when the student enrolls. Increasing and decreasing the number of units may occur through the normal petition process used to add or drop a class, and academic deadlines must be followed. Each unit of credit is equal to approximately a three- to four-hour per week commitment by the student.



### INDEPENDENT STUDY CONTRACT

This contract must be completed and submitted to the Registrar no later than the end of the second week of classes of the Fall or Spring semester in which the project is to be done.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

Course Name and Number \_\_\_\_\_  
(199, 299, 399 or 499 for undergraduates, 599, 699 for MA, 799 for Doctoral)

Units of Independent Study \_\_\_\_\_

Number of Independent Study projects the student has completed thus

far \_\_\_\_\_

Modality of Independent Study

\_\_\_\_\_ Online via Canvas LMS    \_\_\_\_\_ In-Person    \_\_\_\_\_ Online/Blended

If Blended, please explain the contact hours vs online hours:

---



### TERMS OF INDEPENDENT STUDY CONTRACT

These terms are to be agreed upon by the student and the supervising faculty member.

1. Brief description of the project and its educational goals:
  
  
  
  
  
  
  
  
  
  
2. Proposed plan or method of research – attach bibliography or syllabus if necessary:
  
  
  
  
  
  
  
  
  
  
3. Description of work already completed in the field and/or previous experience:
  
  
  
  
  
  
  
  
  
  
4. How often will the student and faculty member meet?
  
  
  
  
  
  
  
  
  
  
5. Method of evaluation: \_\_\_\_\_ Final written report \_\_\_\_\_ Other (please describe):
  
  
  
  
  
  
  
  
  
  
6. Type of final grade: \_\_\_\_\_ Pass/Fail \_\_\_\_\_ Letter Grade



7. Signatures of those who reviewed and approve this contract:

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Dean/Program Director \_\_\_\_\_ Date \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_

---

To be filled out at the end of the semester:

8. Evaluation by faculty supervisor:

9. Final grade: \_\_\_\_\_