



American
Jewish
University

GUIDELINES FOR INDEPENDENT STUDY

1. Enrollment for Independent Studies is by department in course numbers 199, 299, 399 or 499 for undergraduates and 599 for graduates. 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 12 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 three 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 deadlines must be followed. Each unit of credit is equal to approximately a three- to four-hour per week commitment by the student.



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OFFICE OF THE REGISTRAR

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.

Name _____

Semester _____

Course Name and Number _____

Number of Independent Study projects completed thus far _____

TERMS OF THE 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 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?



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5. Method of evaluation: _____ Final written report _____ Other (please describe):

6. Type of final grade: _____ Pass/Fail _____ Letter Grade

Number of units: _____

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: _____