

INDEPENDENT STUDY CONTRACT

This contract must be completed and submitted to the Registrar by the add deadline of the appropriate semester.

Last Name	First Name	ID Number	Email	P.O. Box
Semester/Year	Dept./Course No.	Title of Project (30 letter maximum)		

Number of Independent Study units and Internships completed thus far _____ (maximum is eight units in total).

Student class level for the term in which this Independent Study will be taken ___Sophomore ___Junior ___Senior

Cumulative GPA _____ (A 2.00 or better is required for an Independent Study)

What is your declared major/minor (recorded in the Registrar’s Office)? _____

Is this a **2-Unit** ___ (___ CR/NC or ___ Letter Grade) or **4-Unit** ___ (Allowed in a declared major only)

Four unit can be taken only for fulfillment of a requirement in your declared major

If 4-units, how does this I.S. meet the major requirements that cannot be met thru regular course offerings?

After attaching additional documentation required (listed on the back of this form) complete the approval section below

● APPROVALS ●

Note: Independent studies graded CR/NC cannot be retroactively changed to a letter grade or used for the major, minor or Core.

Note: If the Curriculum Committee determines a 4-Unit I.S. proposal is not a requirement for the major or can be satisfied thru regular course offerings it will be denied.

Are there Human Subjects involved with this independent study? Yes ___ No ___

Student Signature _____ Date _____

Signatures of those who reviewed and approved the terms of this contract:

Advisor _____ Print Name _____ Date _____

Faculty Supervisor _____ Print Name _____ Date _____

Department Chair _____ Print Name _____ Date _____
(required for all 4-unit Independent Study only)

TERMS OF THE CONTRACT

DO NOT WRITE ON THIS PAGE. ATTACH DETAILED EXPLANATIONS ON A SEPARATE PAGE.

The terms attached are to be agreed upon by the student and the supervising faculty member and serve as the academic contract and expectations for this independent study.

Requirements:

1. Brief description of the project.
 2. Description of work already completed in the field and/or previous experience.
 3. Proposed plan/method of research or specific educational goals for this project.
 4. Detailed reading list. List specific books, articles, films, etc.
 5. Schedule of student/faculty meetings as part of this independent study.
 6. Detailed list of assignments or projects to be evaluated as part of this independent study.
 7. Explanation of how final grade in this independent study will be determined.
-
-

Curriculum Committee

Approved _____ **Denied** _____ **Date** _____

Comments _____

Registrar's Office

Registrar's Signature _____ Date _____

Entered _____ Date processed _____