



Independent Study Contract

(Use the Licensure Only IS contract for out of state licensure requirements)

STUDENT INFORMATION

Student Name:		Date:	
Student ID Number:		Track:	

CONTRACT INFORMATION

I, the undersigned, request enrollment in the following Independent Study for the Term/Year indicated:

Enrollment Type

Independent Study

Course ID # _____ Unit Value _____

Title _____

Objectives _____

Note: A syllabus is required. Please attach the syllabus.

Instructor Name _____

Coursework Due Date _____
(the due date may not be later than the quarter end dates noted above)

Term

Year

Fall _____
(10/1-12/31)

Winter _____
(1/1-3/31)

Spring _____
(4/1-6/30)

Summer _____
(7/1-9/30)

A student contracts with an instructor for a three month period (coincides with the calendar quarter dates noted above) to complete course requirements.

All course information and signatures (student, instructor, Chair) are required prior to submitting to the Registrar's Office.

Independent Study Contracts must be approved and signed by the Program Chair.

- 1) Submit the contract to instructor for signature before beginning the Independent Study.
- 2) The instructor will attach a syllabus and submit the contract to the Program Chair. sign and
- 3) The Program Chair must approve, sign and forward to the Registrar's Office.
- 4) Student to submit IS coursework and IS Grade Form to the instructor by the due date.

The student is charged a per unit tuition for the course. A late registration fee is assessed for forms submitted after the start of the IS quarter.

The student is considered enrolled while taking an independent study.

Required Signatures:

Student Date

Instructor Date

Program Chair Date

Registrar Date

Student Accounts Office Date

New Course _____ Retake _____ (original year/term) Passed Prereq _____
Confirmed with AP _____ RO rcvd date/assess late reg fee _____
Revised 8/2024