



PACIFICA

GRADUATE INSTITUTE

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

☐ Fall
(10/1-12/31)

☐ Winter
(1/1-3/31)

☐ Spring
(4/1-6/30)

☐ Summer
(7/1-9/30)

Year

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

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

- 1) Before engaging in the IS, it is the student's responsibility to confirm the Registrar's Office has received the IS contract complete with all required course information and signatures.
- 2) Submit the completed contract to instructor for signature before beginning the Independent Study.
- 3) The instructor will attach a syllabus and submit the contract to the Program Chair.
- 4) The Program Chair must approve, sign and forward to the Registrar's Office.
- 5) Student submits IS coursework and IS Grade Form to the instructor by the due date.
- 6) 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 10/2026