



INDEPENDENCE JUNIOR COLLEGE INDEPENDENT COURSE CONTRACT

Independent Courses are available at the discretion of a faculty member and dean. Each of these courses counts in every respect as a full course. The expectation is that the goals and scope of such studies are comparable to those appropriate for any regularly offered course, and that the project will consist of work done by the student that explores material new to the student or clearly advances his or her knowledge beyond previous experience.

- ❖ An Independent Course counts as the course’s full credit and is part of the student's overall course load.
- ❖ Both the student and the faculty member are to be on campus during the semester involved.
- ❖ A student may tentatively register for an Independent Course on the basis of oral or other assurance from the faculty member giving permission. But, **final registration requires final submission of this form (and accompanying materials) to the Registrar’s Office prior to the end of the scheduled add/drop period (the end of the second week of class).**

An Independent Course requires a written understanding on the part of both student and faculty member regarding goals and expectations in regard to work achieved, appropriate deadlines, and criteria for evaluation of the work.

Please attach a course syllabus to this form, including each of the following: Course content, readings (may be revised as research unfolds) and course materials, evaluation procedures, assignments (including relative percentage of overall grade), and due dates, learning outcomes and lastly completion date (**final grades are submitted at the same time as all other courses**)

Student Name: _____ Student ID: _____

Student Program: _____ Instructor Name: _____

Course Code: _____ Course Title: _____ Course Credit: _____

Directed Semester of Study: _____

SIGNATURES: The following individuals agree to this contract (Registrar is last signer):

_____	_____	_____	_____
Student	Date	Instructor	Date
_____	_____	_____	_____
Dean	Date	Registrar	Date

ACCOUNTS USE ONLY:

Independent study is billed \$300.00 per course, in addition to the tuition and the usual base registration fees.

Total paid: _____ **Receipt Number:** _____ **Received by:** _____ **Date:** _____

*See reverse side for independent study policy.

Due Date to the Registrar’s Office: 3 pm on the Friday of the second week of classes

IJC INDEPENDENT STUDY POLICY

A student may be allowed to take an Independent Study if the following conditions are met:

- I. The course is a subject that would prevent the student from completing his/her program sequence
- II. The course is not being offered at the present semester
- III. Student has a cumulative GPA of 2.5 or above
- IV. The course does not carry a lab or field work component
- V. Student must sign an Independent Study contract with the instructor, clearly stipulating meeting sessions and other course requirements.

Note: A maximum of 2 courses can be done from a sequence of courses.

Due Date to the Registrar's Office: 3 pm on the Friday of the second week of classes