

JOHNSON STATE COLLEGE

Instructions for Completion of Independent Study Contract

General Information and Policies

Independent Study is any credit bearing, independent academic activity conducted by a student outside of the regular classroom and under faculty supervision.

Independent Study contracts are limited to no more than twelve credits. Students may enroll in no more than **21 credits** of Independent Study or Internship credits during their undergraduate careers at Johnson State College.

Credit Equivalency for Independent Study: One credit = 25 hours

Contract Development and Approval Process

In collaboration with a faculty supervisor, the student must complete the information required on the *Independent Study* contract form. **Be sure that you have provided all the information asked for on the contract. An incomplete contract will be returned to the student.** When the contract has been completed, you will need to obtain the required signatures starting with the faculty supervisor and ending with the Assistant Academic Dean. Copies of the contract will be distributed to all parties by the Academic Dean's Office after it has been approved.

Please note: Independent Study contracts carry a \$30.00 per credit fee. This fee will be billed to your account.