# JOHNSON STATE COLLEGE

Graduate and Undergraduate INDEPENDENT STUDY CONTRACT

INSTRUCTIONS: Your contract must be approved to register for independent study credits. Please be sure to provide all information requested below. Only completed contracts submitted on time (see *Course Bulletin* for due date) will be considered for approval.

Student		ID		
Campus Box				
Home Address				
Phone			Date	
Independent Study Title	2			
Number of Credits				
Upper Level		er Level Gra	nduate	
Designator (i.e. ANS, P	SY etc.)			
Faculty Supervisor		Advisor		
Starting Date		Ending Date	Ending Date	
Total previous independ	lent study credits			
her plan of stud independent stu  2. Letter from the schedule of sup	student stating (1) ho y and academic or car dy cannot be met sati faculty supervisor of ervisory meetings, (2 ork will be evaluated.	s document: w the proposed independent study will creer objectives, and (2) why the objective sfactorily by taking existing courses in the proposed independent study that desired learning objectives and activities, and (	tes of the proposed the department.  Acribes (1) the	
	REQU	IRED SIGNATURES		
Student	Date	Faculty Supervisor	Date	
Dept. Chair/Grad Coord Approve	dinator Date Deny	Asst. Academic Des	an Date Deny	

### 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.

Q:/forms/Independent Study Contract/Imk062410