

INDEPENDENT STUDY CONTRACT FORM



PLEASE READ AND FOLLOW INSTRUCTIONS ON REVERSE

This form, along with all appropriate approvals and a brief (one page) but inclusive description of the project, is to be submitted to the Office of Student Affairs (suite 301) prior to registration. No student may register for a research project until the proposal has been approved by the associate dean of student affairs. When the contract has been approved, it and the completed add/drop form will be delivered to the Office of the Registrar where students may confirm their registration. The course number for independent study is **799-001**.

SPRING: _____ SUMMER: _____ FALL: _____
NAME _____ DATE _____
S.S.# _____ PHONE _____

Number of credits for the Independent Study _____. (If increasing credits for a seminar, list only the additional credits you are registering for; exclude the credits you will earn from the seminar for which you are already enrolled).

Faculty Sponsor _____ (please print clearly)

All aspects of this proposal must conform to the policy statement available from the registrar or dean of students. No student may register for more than 3 hours of independent study or externship per semester without permission of the dean of students. Also, no student may register for more than 12 hours of independent study or externship (18 hours including clinic) during their law school career. Some state bars may have stricter limitations.

I have read and agree to the terms of the Independent Study Policy Statement _____ (student signature)

APPROVAL OF CONTRACT

FACULTY SPONSOR _____ DATE _____

DEAN OF STUDENTS _____ DATE _____

FACULTY ACTION

(To be completed by the faculty sponsor at the end of the semester)

Number of Credits Earned _____ Grade (A-F) _____

Sponsor's Signature _____ Date _____

NOTES / COMMENTS:

APPROVAL PROCEDURES

1. Student secures blue independent study contract from dean of students.
2. Student secures faculty sponsor.
3. Faculty sponsor and student determine:
 - (a) nature and outline of project;
 - (b) schedule for completion; and
 - (c) number of credits to be granted.
4. Student obtains faculty sponsor's signature on independent study contract.
5. Student prepares brief (one page) but inclusive one page description of independent study and attaches it to blue form. If the student is increasing the credits of a seminar through an independent study, s/he must include in the brief description the number of additional pages that are required for the credits for the independent study contract. These should be taken to dean of students for approval.
6. If student is adding a credit (or credits) to a seminar or course, the student is required to follow the page requirements for the independent study program, **in addition** to the required page length for the seminar or course. For example, if the course requires a 20 page paper, the student must write an additional 20-25 pages to the required course or seminar paper for **one additional independent study credit**, for a total of 40-45 pages.

1 credit hour:	20-25 pages
2 credit hours:	26-50 pages
3 credit hours:	51-75 pages
4 credit hours:	20 additional pages per credit hour.
7. When approved, all forms (i.e., blue form and add/drop form) must be taken to the Registrar's office.
8. As the semester nears closing, registrar will forward blue form to faculty sponsor who will indicate grade, sign, and return it to registrar.
9. ALL INDEPENDENT STUDIES ARE GRADED (A-F).