

Independent Study Contract

Preferred Name / _____

Legal Name / if different from preferred name / _____

ID / _____

MICA Email / _____

Major or Graduate Program / _____

Academic Level / junior senior
 post-bacc graduate

Semester and Year / _____ MICA Subject / _____

Credits / 3.0 1.5

Independent Study Description / _____

Student Learning Outcomes / _____

What do you expect to learn?

Assessment Measures / _____

How will you be assessed?

Submit completed forms to
Enrollment Services, Bunting
Center, 2nd floor.

**Incomplete forms will not
be approved or processed.**

Junior or Senior class
standing students are
eligible; Sophomores with
approval of department chair
may be eligible.

The description should be
determined collaboratively
by the supervising faculty
and students must include:
detailed list of work, meeting
times, and resources, such as
readings or tutorials.

Please attach any additional
supporting documents.

Enrollment Services /

Signature / _____ Date / _____

Independent Study Acknowledgement

Description & Requirements

The purpose of Independent Study is to provide for intensive study in an area of special interest with appropriate faculty. Supervising faculty members guide, evaluate, and grade students on their work. The same quality of work and time invested in traditional class settings is expected of students in Independent Study courses.

- **Each credit represents 45 hours of learning.** Contact with the instructor and homework will vary depending on subject matter and number of credits (1.5 credits = 67.5 hrs of learning; 3 credits = 135 hours of learning).
- An Independent Study is a course and is therefore subject to the Add/Drop/Withdraw policy.
- Instructors must submit a final grade by the due date published in the Academic Calendar.
- An Independent Study may NOT be used to replace a regularly scheduled class or to give credit to an undergraduate teaching assistant. Normally, independent studies should only be used when no equivalent course exists at MICA.

This acknowledgment **must** be submitted with Independent Study contract.

Incomplete forms will not be approved or processed.

Undergraduate Student Eligibility Requirements

- Junior or Senior class standing; Sophomores with approval of department chair may be eligible.
- Earned minimum 3.0 cumulative GPA is required.

Graduate Student Eligibility Requirements

- Graduate students cannot be on academic probation and need to seek the approval of their program Director.

I have read the policy for Independent Study. I understand the requirements for receiving credit and agree to abide by the rules set forth by this contract.

Student Signature / _____ Date / _____

This form must be signed by the Chairperson of the student's major department or Graduate Director. No other signature is valid.

Authorized Signatures /

Supervising Faculty Name / _____

Signature / _____ Date / _____

Major Department Chairperson or Grad Director Name / _____

Signature / _____ Date / _____