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 Undergraduate/Graduate 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.

UNDERGRADUATE STUDENT ELIGIBILITY REQUIREMENTS:
- Junior or Senior class standing; Sophomores may not register for an Independent Study, unless approved by the Divisional Associate Dean.
- 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

STUDENT & COURSE REGISTRATION INFORMATION:

NAME: ____________________________________________ MICA ID #: ______________________

LEVEL (circle one): Junior Senior Post-Bac Graduate

MAJOR/GRADUATE PROGRAM: _________________________

TERM & YEAR of independent study: ____________________ CREDITS: 1.5 or 3.0
(Circle one, no other credit options are available)

SUBJECT: _________________________________________

BEGIN DATE: _________________________________ END DATE: _____________________
INDEPENDENT STUDY DESCRIPTION: (required)
The course description is to be determined collaboratively between the Supervising Faculty and Student. Description must include a detailed list of work to be performed, and note dates/meeting times for review, discussion, and critique. Please attach any additional supporting documents.

________________________________________

STUDENT LEARNING OUTCOMES: (required)

________________________________________

ASSESSMENT MEASURES: (required)

________________________________________

REQUIRED SIGNATURES:
Supervising Faculty Name: (print) ________________________________

Supervising Faculty: (signature) ________________________________ Date: ____________

Supervising Department Chair/
Graduate Program Director: (print) ______________________________

Supervising Department Chair/
Graduate Program Director: (signature) __________________________ Date: ____________

***Incomplete contracts will not be approved or processed***
Undergraduate students submit completed forms to Enrollment Services, Bunning Center, 2nd fl.
Graduate students submit completed forms to Graduate Studies Office, Lazarus Center, first floor.