INDEPENDENT STUDY CONTRACT

An **INDEPENDENT STUDY** course is one which currently exists in the MCC catalog. It is an individualized educational experience proposed by a student and supported by a faculty member.
A copy of this contract must be submitted to Academic Affairs.

The use of **Independent Study** should be limited as follows:

1. The course should be one which is not offered currently and is not scheduled to be offered in the near future.
2. The course should be one which the student must complete for graduation before the next time it will be regularly scheduled.
3. The student should have, at the time of applying for Independent Study, a grade point average of at least 3.0 (B).
4. The student should not be enrolled in more than one Independent Study experience per semester.
5. The student and instructor will complete a study plan for approval (on this form) and submit it to the appropriate instructional administrator.
6. Upon approval, the instructional administrator will add the requested course to the schedule. The student will enroll in that section through regular registration procedures.
7. The Instructor certifies that the outcomes resulting from completion of this contract are equivalent to that of the original course.

APPLICATION:

Student's Name: _____ I.D.# _____

Phone: _____ Email: _____

Address: _____
                                   Street   *City/State/Zip*

Instructor's Name: _____

Course Title: _____

Course
Number: _____ Code: _____ Credit/
Contact Hours: _____ Semester
& Year: _____

REASON FOR REQUESTING INDEPENDENT STUDY:

_____

_____

_____

OVER

CONTRACT DETAILS:

DESCRIPTION OF COURSE CONTENT (catalog description/teaching methods/texts):

INSTRUCTOR'S EXPECTATIONS (objectives/calendar/attendance requirements):

EVALUATION METHODS (grading--elements/relative value):

_____   _____
Counselor/Advisor Signature   Date

_____   _____
Instructor Signature   Date

_____   _____
Student Signature   Date

APPROVAL:

_____   _____
Instructional Administrator Signature   Date

_____   _____
V.P. for Academic Affairs Signature   Date

Montcalm Community College