

LEARNING CONTRACT

FOR INDEPENDENT STUDIES, READING COURSES AND SPECIAL PROJECTS

Form for faculty supervisors and students to complete when students request to take Reading Courses, Independent Studies, MTS projects, internships, etc. STUDENTS MUST HAVE A 3.0 GPA OR BETTER, AND HAVE COMPLETED AT LEAST 22 UNITS (MDiv) OR 16 UNITS (MTS). (Note: required courses may not be taken via the independent study process). Be advised that the policy regarding late work also applies to this contract.

**Note: There is an additional fee for independent studies taken with adjunct professors. Consult Student Handbook for current charges. This fee will appear on your regular student bill.*

Name of Student: _____ (please print)
Name of Professor/Supervisor: _____ (please print)
Course Title: _____ Course # _____ Units _____ Semester _____ Year _____

Instructions:

1. State reason why you are requesting Independent Study.

2. What are the goals/purposes for Independent Study?

3. Give a complete description of requirements (in consultation with professor/supervisor) or attach syllabus.

4. Indicate scheduled meeting periods: _____

5. Specify date for submission of final paper and/or exam. _____

6. Explain evaluation process: _____

Professor/Supervisor signature: _____ Date: _____

(Submit above signed form to Registrar's Office)

For office use only:

Registrar's Statement

1. The above named student (is within) (exceeds) the limits of her/his course load requirements.
2. The student (has) (has not) maintained a 3.00 average, *and has completed the prerequisite number of hours in degree program.*

Registrar: _____ Date: _____

Dean's Resolution

3. The request is therefore (approved) (not approved).

Academic Dean: _____ Date: _____