INDEPENDENT STUDY CONTRACT

Office of the Registrar
registrar@oxy.edu

This contract must be completed and submitted to the Registrar by the relevant add deadline

_____

_ Last Name **First Name** **ID Number** **Email**

_____ _____

Semester/Year **Dept./Course #** **Title of Project (30 letter max including spaces)**

Number of Independent Study units and Internships completed thus far: **____ units**

A maximum of 8 units will be applied to your academic record without a petition.

Student class level for the term in which this Independent Study will be taken:

Cumulative **GPA _____** (A 2.00 or better is required for an Independent Study)

What is your declared major/minor? _____

How many units is this course? ☐ For two-unit courses, select grading mode: ☐ CR/NC ☐ Letter grade

Four unit independent study courses can only be taken within your declared major/minor department, for a letter grade.

How does this course meet the major requirement(s) that cannot be met through regular course offerings?

TERMS OF THE CONTRACT

DO NOT WRITE IN THIS SECTION. Attach detailed explanations on a separate sheet of paper.

The terms attached are to be agreed on by the student and the supervising faculty member and serve as the academic contract and expectations for this independent study.

Requirements:

1. Brief description of the project.
2. Description of work already completed in the field and/or previous experience.
3. Proposed plan/method of research or specific education goals for this project.
4. Detailed reading list. List specific books, articles, films, etc.
5. Schedule of student/faculty meetings as part of this independent study.
6. Detailed list of assignments or projects to be evaluated as part of this independent study.
7. Explanation of how final grade in this independent study will be determined.

APPROVALS

PLEASE NOTE: Independent Study courses graded CR/NC **cannot** be retroactively changed to a letter grade or used to fulfill a major, minor, or Core requirement. As such, by signing this contract you demonstrate your understanding of this policy and accept the final grade of CR/NC as permanent.

If it is determined that a 4-unit Independent Study proposal is not a requirement for the major or can be satisfied through regular course offering it may be denied.

Does this study involve the surveying, interviewing, or filming of human subjects? ☐ **Yes** ☐ **No**

Signatures of those who reviewed and approved the terms of this contract

Student Signature _____ Date _____

Adviser (Print) _____ Signature _____ Date _____

Faculty
Supervisor (Print) _____ Signature _____ Date _____

Department
Chair (Print) _____ Signature _____ Date _____
Required for all 4-unit Independent Study only

ACADEMIC PLANNING COMMITTEE (APC)

Date _____

☐ Approved ☐ Denied

Comments:_____

_____

_____

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REGISTRAR'S OFFICE

Registrar's Signature: _____ Date: _____

Entered _____ Date Processed _____