### INDEPENDENT STUDY

**CONTRACT**

Office of the Registrar  
Occidental College

***This contract must be completed and submitted to the Registrar by the add deadline of the appropriate semester***

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>ID Number</th>
<th>Email</th>
<th>Campus Box</th>
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<tr>
<th>Semester/Year</th>
<th>Dept./Course #</th>
<th>Title of Project (30 letter max including spaces)</th>
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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: **Soph** **Jr** **Sr**

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

What is your declared major/minor? _______________________________________________________

Is this a **2-Unit** (_____ CR/NC or _____ Letter grade) OR a **4-Unit** _____ course?  
A 4 unit independent study course can only be taken within your declared major/minor department, for a letter grade.

If 4-units, how does this course meet the major requirement(s) that cannot be met through regular course offerings?

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### 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.
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 the Student Progress Committee determines a 4-unit Independent Study proposal is not a requirement for the major or can be satisfied through regular course offering it will 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 ______________

Advisor (Print) ___________________________ Signature ___________________________ Date __________

Faculty
Supervisor (Print) ___________________________ Signature ___________________________ Date __________

Department
Chair (Print) _______________________________ Signature ___________________________ Date __________

**Required for all 4-unit Independent Study only**

STUDENT PROGRESS COMMITTEE

□ Approved    □ Denied

Comments:______________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
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REGISTRAR’S OFFICE

Registrar’s Signature: ______________________________ Date: __________
Entered ______________ Date Processed __________