

**UNIVERSITY OF PUGET SOUND
OFFICE OF THE REGISTRAR
INDEPENDENT STUDY CONTRACT**

This contract must be completed, approved and presented to the Office of the Registrar by the last day to add for the term. There is additional important information about the Independent Study on the second page.

STUDENT INFORMATION

Name: _____ UPSID: _____ Date: _____

Puget Sound Email: _____ Phone Number: _____

Campus Mail Box or Address: _____

City: _____ State: _____ Zip Code: _____

Class Standing: _____ (Junior, Senior, or Graduate standing required, or approved petition from the ASC.)

Cumulative **Puget Sound** GPA : _____ (3.00 or above required or approved petition from the ASC.)

Major(s): _____ Minor(s): _____

COURSE INFORMATION

Term: Fall Spring Summer Year: _____ Unit Value: 1.00 .50 .25

Department: _____

Is course approved for a major or minor requirement?
If yes which requirement:

No Yes _____

Topic (This will help create the title of the course): _____

SUPPORTING DOCUMENTATION (to be attached and submitted with contract)

Background: Student's background, demonstrating preparation and competence for research on the proposed topic.

Description: Detailed and specific course objectives, desired outcomes, educational value, and activities.

References: Resources that will be used (list books, periodicals, subject interviews, web sites, etc.)

Report Plan: Schedule of meetings with instructor, completion dates for assignments, submission of final project.

Grading: List of graded assignments and weight each will have towards final grade for the course.

Student Signature: _____

Supervising Instructor Name: _____ Signature: _____

Department Chair Name: _____ Signature: _____

Approval from Associate Dean's Office (summer only): _____

Office Use Only

Course Number 495 496 695 696

Course Title (30 characters max):

Entered By _____

INDEPENDENT STUDY POLICY

- Independent Study is available only to matriculated junior, senior, and graduate students who have a cumulative grade point average of at least 3.00 from coursework taken at Puget Sound. An exception to this policy may be granted with an approved petition from the Academic Standards Committee. When the Independent Study is a required part of the academic major for all students in the department or program, the grade point average requirement is waived.
- Students may not take more than one Independent Study per term and are limited to 4.00 units of Independent Study in the baccalaureate degree or 2.00 units in a graduate degree. An exception to this policy may be granted with an approved petition from the Academic Standards Committee.
- When a student with limited or no previous experience in the subject area of the department of proposed study applies for Independent Study, or when a regular course is proposed to be taken as an Independent Study, the student must secure approval by petition to the Academic Standards Committee.
- The 495 and 496 numbers are available for all undergraduate departments. The 695, and 696 numbers are available to all graduate departments, and are subject to Curriculum Committee approval prior to the beginning of the term in which the Independent Study is taken.
- In-progress (IP) grading is available for this course. If the student is unable to complete the assigned work by the end of the term an IP can be entered as the grade. If the student completes the work and wants to continue the study a new contract for a course numbered 496 must be submitted. Students planning to graduate in the term in which the course is taken must complete all work by the end of finals week. If the IP grade is assigned the graduation date will be moved to the term that the student completes the course.

CONTRACT INFORMATION

- Regular conferences with the supervising instructor are expected so the student and instructor should both be on campus.
- Background: Show preparation and competence of the student to do independent work and to address the proposed topic.
- Description: Present an outline of proposed study which includes specific course objectives, desired outcomes, coursework, and the education value in the student's academic program.
- References: Provide bibliographic references for the resources that will be used. Include interviews, web sites periodicals and any other resources. While substitutions and additions may be made as the study progresses, resource planning is an integral part of the contract.
- Report Plan: Provide a schedule for meetings with the instructor, deadlines for completing coursework, and the criteria used to assign a final grade. Include specific values or percentages for individual coursework (for example one assignment is 25% one paper is 25% final is 50%). The points needed to earn a specific grade should be listed.
- Grading: Grading Basis for course should be graded. This course is typically done within the major or minor, Credit/No Credit courses cannot be taken in the department of a student's major or minor. Courses taken Credit/No Credit may not count towards the major/minor.
- When determining the unit value a minimum of 150 hours of work is expected for a 1.00 unit, a minimum of 75 hours for 0.50 unit, and a minimum of 37.5 hours for 0.25 unit.