

Independent Course Study CONTRACT

*****PLEASE NOTE: You must contact Academic Records (x4209) to register for this study.**

Course Number and Title: _____

Student's Name: _____

SBTS Student Email Address: _____

Phone Number: _____

SBTS Student ID (6-digits): _____

Professor's Name: _____

Semester and Year: _____

Reason for Requesting Independent Study:

A total of 15 contact hours or their equivalent and approximately 30 hours of work outside of class are generally expected for every credit hour. Attach a current syllabus to this contract and describe the means of study and evaluation methods used to insure that the independent study meets the stated learning goals of the syllabus.

Study:

Evaluation:

Required Signatures

Student

Date

Professor of the course

Date

School Dean of the course

Date

INDEPENDENT STUDY GUIDELINES

Independent studies are an exception to the curricular schedule and delivery of Boyce and SBTS courses.

The student must initiate the process by contacting the professor for approval and the completion of the “Contract for Independent Study.” The school dean of the school in which the course is taught must approve this request prior to the beginning of the semester or term for the study.

Guidelines for approval of requests for an independent study includes:

1. The course must be listed in the current catalog, unavailable in the current session, and required for graduation.
2. A main-campus professor must supervise the independent study, and all content, learning activities, and evaluation of learning included in the syllabus for the course must be completed.
3. The student will be registered for the course if approved. The cost per credit hour consistent with the current semester's fee schedule.
4. The Senior Vice President for Academic Administration must approve any exceptions to this policy.