



Independent Study Contract Form

An Independent Study is an opportunity for qualified students to earn up to 9 credit hours by developing, in consultation with the student's advisor and a qualified instructor, a meaningful study experience that does not duplicate a course offered by the University of New England.

It is the responsibility of the student to obtain all applicable signatures and turn the form into their Academic Dean's Office. Once the Academic Dean has reviewed this form, it will be forwarded to the Registrar's Office.

Student's Name: _____ Date: _____

Personal Reference #: _____ Earned Credit Hours: _____ Campus: Biddeford [] Portland []

To qualify for an Independent Study, the student must meet the following conditions:

- The student has achieved Junior standing (at least 57 earned credit hours)
- The student has a cumulative GPA of 2.50 or better
- The student has consulted with his/her advisor and proposed instructor
- The student/instructor has attached a detailed, approved proposal for the Independent Study. (Attach: Learning outcomes, methods of evaluation, meeting days and times, a plan of study and course syllabus)
- The form with attached, approved proposal must be received by the Registrar's Office no later than 2 weeks prior to the term in which the Independent Study is to be done

Course Subject (ex. BIO): _____ Course Number (ex. 497): _____
(Chairs will assign 397 or 497, depending on the level of the course)

Course Title: _____ Department: _____ Credits: _____
(A Course Substitution form should accompany this form for the student's degree audit)

Semester (Fall, Spring, or Summer): _____ Year: _____ Student GPA: _____

Student's Signature: _____ Date: _____
(Requests Independent Study, approved proposal must be attached to this form)

Advisor's Signature: _____ Date: _____
(Approves attached proposal and verifies that the above conditions have been met)

Instructor's Signature: _____ Date: _____
(Approves attached proposal and indicates willingness to supervise the Independent Study)

Instructor's Chair Signature: _____ Date: _____
(Approves instructor and proposal; authorizes the Registrar's Office to create the Independent Study)

Academic Dean's Signature: _____ Date: _____