

**HARTNELL COLLEGE
INDEPENDENT STUDY CONTRACT
2014 - 2015**

TO BE COMPLETED BY STUDENT

Students Full Name: _____ Phone#: () _____ Date: _____
Address: _____ City/State/Zip: _____
Hartnell Email Address: _____ Hartnell ID# _____ Sem/Year: _____

TO BE COMPLETED BY FULL-TIME INSTRUCTOR

Discipline & Course Number: _____ Course Title: _____
Reason for requesting Independent Study: _____

Attach syllabus that will be given to student, including student learning outcomes that will be assessed. How will student complete total contact hours required for the course?:

Methods of Evaluating the Student's work:

Instructor's Name: _____ Coll ID#: _____ Date: _____
(Print)

TO BE COMPLETED BY AREA DEANS OFFICE

Discipline: _____ Units: _____ Required Hours for Unit(s): _____
Beginning Date: _____ Ending Date: _____ Weeks Duration: _____
Contact Hours--Meeting Days: _____ Hours: _____ am / pm TO _____ am / pm Room: _____
Days/Hours by Arrangement: _____
Area Dean's Signature: _____ Date: _____

Section #: _____ Entered in By: _____
Vice President of Academic Affairs Signature: _____ Date: _____

TO BE COMPLETED BY ADMISSIONS AND RECORDS

Section #: _____ Total Amount Due: _____ Date Processed: _____ By: _____

TO BE COMPLETED BY CASHIER'S OFFICE

All enrollment and materials fee must be paid. Student Services Activities Fee of \$10.00 is required each semester (unless it has already been charged for that semester).

TOTAL AMOUNT PAID: _____ DATE PAID: _____ BY: _____

INDEPENDENT STUDY CONTRACT PROCEDURES

Credit may be given for coursework completed through Independent Study at Hartnell College. The instructor is responsible for assuring that the course outline of record has been followed and the student completes the same course requirements regardless of instructional modality. All course prerequisites must be met before an Independent Study contract can be considered.

Instructions:

1. Student must be currently enrolled at Hartnell College.
2. Read the course description in the College Catalog for the current college year.
3. The full-time instructor will:
 - a. Obtain the contract from the Office of Academic Affairs.
 - b. Complete the "To Be Completed by Instructor" portion of the Independent Study Contract.
 - c. Make sure the required hours match with the units assigned.
 - d. Discuss expectations and requirements with the student and provide a syllabus including student learning outcomes.
4. The student will:
 - a. Complete the top section of the Independent Study contract.
 - b. Provide a copy of the most recent educational plan or graduation worksheet to show the need for the course in this semester.
5. The full-time instructor will:
 - a. Print instructor name, Colleague ID# in the spaces provided.
 - b. Sign and date the form.
 - c. Take the contract to the appropriate Area Dean for completion of their portion of the form.

The instructor must submit this contract before the end of the add/drop period in any given term.

6. The Dean's office will:
 - a. Review the contract to make sure all is filled out correctly/completely.
 - b. Secure the Deans signature and forward the contract to the Office of Academic Affairs.
7. The Office of Academic Affairs will:
 - a. Secure the Vice President's approval/signature.
 - b. Assign a section number to the contract.
 - c. Forward the contract to the Admissions and Records office within 48 hours for processing and send a copy to the area Dean's office.
8. The Admissions and Records (A&R) office will:
 - a. Fill out the bottom portion of the form and register the student, within 48 hours of receiving the form from the Academic Affairs Office.
 - b. Send the student a registration receipt with their copy of the contract, and
 - c. Send the original independent study form to the Instructor of record.
9. The student must go to the Cashier's office, in the **Student Services Building, B-117**, upon receiving the registration receipt to pay the appropriate fee for the course. Failure to do so will result in no credit given for the course and a hold on their academic record.

Note:

A contract must be submitted for each student. A list of students cannot be attached to one contract.