

Please retrieve an electronic (e-mail) version of this form from the department office of the sponsoring faculty. Type your submission, work with your faculty sponsor to finalize the details, and then submit this form to Department Chair for approval. (Do not exceed current page limits.) You will be notified whether or not the Department Chair and the Dean of Liberal Arts & Social Sciences approve the contract. If approved, the student will advance the contract to the Registrar's office where enrollment in the appropriate credit hours will be completed.

1. **Student Contact Information (phone number or e-mail):**
2. **Semester Hours Completed:**
3. **Total number of independent study credits completed or in progress:**
4. **Overall GPA (3.0 minimum*):**
5. **Briefly describe the Intellectual Focus and Purpose (learning outcomes) of the project:**

* Extenuating circumstances **may be grounds** for exceptions regarding the 3.0 minimum (i.e., a graduating senior who has a scheduling conflict among required courses). In these cases the faculty sponsor must gain permission from the Department Chair to sponsor a student whose GPA is less than 3.0. This permission should be documented and attached to this form when submitted.

6. **Identify: a) How the Work will be Assessed,
b) Assignments (Work Products),
c) Due Dates, and
d) Percentage (%) of Semester Grade each Assignment Represents
(note: total of percentages must equal 100):**

Assignment	Due Date	%

7. **Identify the Reading List or Scholarly Resources for which the student will be responsible**