



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number	SCP 3401. B
Origination:	July 1, 1984
Effective:	July 1, 1984
Reviewed:	August 7, 2007

REFERENCE: SCP-3401, Independent Study

INDEPENDENT STUDY CONTRACT

This is a contract between _____ and Southern West Virginia
(Name of Student)

Community and Technical College, represented by _____.
(Name of Instructor)

_____ has expressed a desire to complete the following course of
(Name of Student)

Independent Study for _____ semester hours credit. In order to complete this Independent Study, the student has agreed, with the approval of the instructor and appropriate Department Chairperson, to complete this course within the time indicated. The student understands the Independent Study Contract may be renegotiated if the instructor and appropriate Dean/Department Chairperson approve of such renegotiation. This renegotiation must take place prior to the date(s) when the specific assignment(s) is/are due.

CONTRACT OBJECTIVES: State the objectives in such a manner as to illustrate the expected student outcomes from this independent study course.

CONTRACT ASSIGNMENTS:

Due Date	Date Completed	Specific Assignments (Include Conference Dates)	Grade	Instructor's Initials

CONTRACT EVALUATION PROCEDURES: Detail the evaluation methods and processes which will determine the student’s grade.

I, _____, understand the contract and accept the responsibility as outlined above by the instructor. I further understand that to receive a grade, I must complete on time and to the satisfaction of the instructor all assignments. I further understand that if I do not complete the Independent Study, renegotiate the contract, or officially withdraw from the contracted arrangement, I will receive the letter grade of “F” (failure). An “I” grade will be issued only if circumstances demonstrated to be beyond the control of the student prevent completion of the contract obligations. I agree to all foregoing conditions set forth and made part of the contract.

_____	_____
Instructor	Student
Approved: _____	_____
Department Chairperson	Date
Approved: _____	_____
Division Dean	Date
Approved: _____	_____
Vice President for Academic Affairs	Date

Revision Note: This creates a standard learning contract to be used in conjunction with the independent study.