Learning Contract for an Independent Study: Regular Course as Directed Study

Student Name: ___________________________________________  Student ID #: ______________________________

[Last]  [First]  [Middle]

Total Number of Credits Earned: __________  Cum GPA: __________  Number of Credits for this Contract: __________

Date Contract Begins: _______________________________  Date Contract Ends: _______________________________

Course Number: _________  Title: ___________________________________  Professor: _________________________

Student’s Concentration: __________________________________

Reason for request: _____________________________________________________________________________

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Schedule: 6 Sessions/3 Hours Each (nothing less will be accepted)

1 credit: Meeting #1 date: ___________________________ + Meeting #2 date: ___________________________

2 credits: Meeting #3 date: ___________________________ + Meeting #4 date: ___________________________

3 credits: Meeting #5 date: ___________________________ + Meeting #6 date: ___________________________

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Signatures:

Student:_________________________________________  Date:________________________

Professor:_________________________________________  Date:________________________

MBA Director:_______________________________________  Date:________________________

Dean, School of Business: __________________________  Date:________________________

N.B.: Attach a course syllabus to this form.
Guidelines

The *Learning Contract* is an agreement between a professor and a student to complete a program of study within a specified time frame. *The student is responsible for all follow up in the course.*

**Note:**
- *Contracts* may not be made for work already completed.
- Students on Academic Probation may not make a *Contract*.
- There is a limit of one *Contract per* term.
- *Contracts* may not be made for courses offered in a regular class format during the term in question.

**Deadline and Tuition:**

**CONTRACT PROPOSALS MUST BE SUBMITTED FOR APPROVAL TO THE MBA OFFICE THREE WEEKS PRIOR TO THE START OF THE INDEPENDENT STUDY.** The student will not be registered for the course until the completed contract has been received and approved.

The contract will be included in the tuition charge for the complete MBA Program.

It is the student’s responsibility to submit the contract proposal.

**Completing the Contract:**

1. A student must prepare a proposal for study in conjunction with the supervising professor.

2. Attach a copy of the course syllabus to the *Contract* form.

3. On a separate sheet of paper, indicate the ways the course described in the syllabus will be modified in light of the fact that it is being taken as an independent study.

4. Schedule at least two {2} dates and times *per credit hour* for meetings with your professor to discuss and assess your progress.

5. The student is responsible for all follow up in the course.

After the Dean, School of Business approves the proposal, the student will be registered for the course.