

Independent Study Contract (2016-18 University Catalog, pp. 360-361)

- No more than 12 independent study credits can be counted toward a degree.
- Credit for a single course or area of study ranges from 1 to 4 credit hours.
- IDS projects are arranged only under the following circumstances:
 1. To investigate topics not offered in the catalog;
 2. For catalog courses not currently offered;
 3. For catalog courses not available in the student's geographical area and not offered in the region within three months of the end of the core program or date of request.

The following shows the step-by-step process to complete the IDS contract. These steps reflect the change from 5 steps to 4 steps, approved by the SOE Curriculum Committee in 2017. Also approved then was that IDS projects are subject to an additional fee except for doctoral students fulfilling elective credits.

Student consults with Academic Advisor:

- * Advisor checks how many IDSs the student has had (no more than 12 IDS credit hours are allowed).
- * Advisor informs the student when the add/drop due date is for the semester the IDS project is planned for.

Student develops an IDS contract with the faculty who agrees to oversee the project:

- * The student and faculty create a comprehensive syllabus with specific course requirements (i.e., the number of meetings, readings, examinations, etc)
- * The student gathers the faculty's signature on the IDS request form.

The contract must be reviewed and signed by the appropriate Department Chair prior to course registration or beginning any work:

- * The department chair thoroughly reviews both syllabus and IDS contract.
- * The student gathers the department chair's signature on the IDS contract.

The contract is signed by the Dean or Associate Dean:

- * Associate Dean, Hideko Sera, thoroughly reviews both syllabus and IDS contract.
- * Once the contract is signed, it is forwarded/processed by Executive Assistant to the Dean, Yessenia Yorgesen.

- All IDS request forms must meet the add/drop deadline of each semester. No retroactive registration is processed.
- The Fieldwork and Advising Office will not be processing IDS request forms.