Independent Study Registration

This form is intended to document the topic and deliverables for students registering for independent study courses in the MIS department. The form will represent a “contract” of understanding between the student and faculty member.

PROJECT TOPIC - state in a few sentences the goal of this project (or attach a paragraph to this document)

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

DELIVERABLES - state the specific deliverables along with due dates

1. ______________________________________________________________ Due: ________
2. ______________________________________________________________ Due: ________
3. ______________________________________________________________ Due: ________
4. ______________________________________________________________ Due: ________
5. ______________________________________________________________ Due: ________

NOTES

• The project topic, deliverables, and due date will not change unless both parties agree.
• This means that late work will not be accepted or reviewed without sufficient prior consultation.
• Under normal circumstances, upon receipt of a deliverable the instructor agrees to provide feedback to the student within one week.
• The student agrees that if they miss the first due date or the instructor decides that the work is unsatisfactory they will withdraw from the course. If the student does not withdraw then the instructor will submit a F grade.
• If the student misses the second or subsequent deadlines or the work submitted for a deadline reflects little or no effort, then the instructor will not accept further material from the student and will submit a grade based on work done up to that point. Under this situation, the student does not have the option of receiving an incomplete grade.
• The instructor agrees that they will give careful consideration to all submitted work and provide feedback to the student on their progress along with constructive suggestions.

STUDENT NAME: _________________________ SIGN AND DATE: _______________________________________

STUDENT TUID: _________________________ STUDENT EMAIL: _________________________________

INSTRUCTOR NAME: _________________________ SIGN AND DATE: _____________________________

COURSE NAME AND NUMBER: ____________________________ COURSE CREDITS ____ (3 max)

SEMESTER (circle one): Spring Sum I Sum II Fall YEAR: __________

FOR OFFICE USE ONLY

DEPARTMENT CHAIR (SIGN and DATE): _______________________________________________________

REGISTERED BY: _________________________ DATE: _______________________

(please send a confirmation email to the student and instructor after registration has been completed)