



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)