

AQUINAS COLLEGE TUTORIAL/INDEPENDENT STUDY CONTRACT

Revised 2009

PLEASE NOTE: ALL CONTRACTS SHOULD BE FILLED IN COMPLETELY, APPROPRIATELY SIGNED
AND DATED BY THE INDIVIDUAL, FACULTY MEMBER, AND DEPARTMENT CHAIR

Name _____ ID. No. _____

Program Type: ___ Regular ___ Continuing Education ___ MM ___ MAT ___ MSE ___ ME

Local Address _____ Local Phone _____
Street City State

Course _____ Credit Hours _____ Year and Term _____

Instructor _____ Where to Reach _____

1. Please provide a description and learning objective(s) of the proposed project, including the student's reason for requesting/needing to do this work as a tutorial project.

2. Bibliography, consultants, resources, and/or other procedures to be used (three credit courses should include a minimum of 150 pages of reading for undergraduates or 300 pages for graduate students must be documented).

3. What evidences, demonstration, products, or reports will be used for evaluation? For graduate credits to be earned, there must be evidence of either research or field work (e.g., a series of observations, visits to designated locations, carrying out an evaluation, etc.). For a three credit course, a minimum of one paper of at least ten pages in length is required, or the equivalent in community/field study, review reports, policy paper, reaction/critique reports, or exams.

4. What grading scale will be used? _____

5a. Date of first scheduled progress meeting:

(Contract cannot be dropped nor will a refund be processed after this date.)

5b. Anticipated date of completion of project: _____

6. Scheduled dates of other meetings (a three credit course should meet a minimum of four times.)

Following signatures must be obtained before this contract will be accepted by the Registrar's and Provost's office.

Student's Signature Date

Registrar's Office Approval Date

Instructor's Signature Date

Provost's Office Signature Date

Chairperson's/Dean's Signature Date

Instructor Compensation Approval ___ Yes ___ No

Independent Study

Students may independently pursue areas of study beyond the regularly scheduled courses. Each department offers this opportunity through courses 398 and 399. To register for one of these courses a student must first request an instructor to direct the project. If the instructor agrees, the student must entirely complete an Independent Study/Tutorial contract with that instructor, obtain the necessary signatures and take the contract to the Registrar/Academic Advising Center. If the signed contract is received in the Registrar/Academic Advising Center within two weeks of the beginning of the semester, the student may register for the course. Independent Study contracts may not be dropped after the first meeting day on the contract. These contracts are subject to approval by the Registrar and the Provost's office.

Tutorials

From time to time students may for extenuating circumstances ask for a course to be taught as a tutorial. Courses should only be taught as tutorials if the course is needed by the student and the course has either been canceled or does not appear in the schedule. Courses that have multiple sections offered should not be considered for a tutorial. A qualified instructor may agree to teach a tutorial with permission from the department chair. To register for a tutorial, a student must entirely complete an independent study/tutorial contract (including rationale as to why it must be taught in this format), obtain the necessary signatures and take the contract to the Registrar/Academic Advising Center within the first two weeks of the semester or quadmester. Like Independent Study Contracts, Tutorials cannot be dropped after the first meeting date on the contract and are subject to review by the Registrar and Provost's Office.

General Considerations

1. Independent study shall be defined as any course or portion of a course which does not directly require attendance by the student in the classroom or laboratory, but which requires of the student study of some topical matter(s) or completion of a project under the supervision of a faculty member.
2. Independent study courses are limited to 398 and 399 courses (or their equivalent) within each department or division.
3. All independent study and tutorial courses must be contracted prior to registration procedures. No student will be allowed to register for a course unless a completed contract is present (and signed by the appropriate student, instructor and academic chairperson). Notes from instructor asking that the student be allowed to register for such courses without a completed contract will not be accepted. This applies to both the regular academic year and to summer school.
4. Independent study and tutorial courses must be registered for no later than two weeks after the official beginning of the semester or module.
5. Course completion dates must be a part of every contract and must fall within two weeks of the end of the semester or quadmester in which the course is registered.
6. Tutorials may not be offered in courses which are regularly offered in the schedule during the fall and winter semesters except with permission of the Registrar. Students requesting tutorials in such courses should be made to wait until the next time it is regularly scheduled or, if this causes undue hardships in cases of graduating seniors or evening students, appropriate substitutions for required courses can be made by the academic chairperson.