

SANTA BARBARA CITY COLLEGE

INDEPENDENT STUDY CONTRACT

Independent study courses provide opportunities for students to explore a subject in depth beyond what is possible in existing courses.*

1. Complete Part I of the independent studies contract.
2. Obtain verification required in Part II from the Admissions and Records Office.
 - Units completed and GPA at SBCC
 - Units completed and GPA within the department
3. Take the independent study contract to the instructor with whom you plan to complete your independent study. Determine the number of units of independent study to be completed.

Hour-unit allocations:

24 hr – 0.5	72 hr – 1.5	120 hr – 2.5	168 hr – 3.5
48 hr – 1.0	96 hr – 2.0	144 hr – 3.0	172 hr – 4.0

The instructor must:

- Complete Part III by providing independent study details
 - Complete the Attachment outlining your independent study program
 - Sign the contract in Part IV
4. Have the Department Chairperson and Academic Dean sign the contract (Part IV).
 5. Sign the contract yourself (Part IV).
 6. Take the completed contract and attachment to the Scheduling Office (BC-115, around the corner from West Campus Snack Shop) for approval and section number assignment (Part V).
 7. Take completed contract to the Admissions and Records Office by Friday of the second week of the term (first week/summer). To be officially enrolled, you must submit your completed contract and pay fees by this time.

***NOTE:** To be eligible for independent study, you must have completed 12 units at SBCC with a 2.5 GPA and 4 units within the department with a 3.0 GPA.

INDEPENDENT STUDY CONTRACT

Part I (To be completed by Student)

Student Name

K#

Pipeline email

Part II (To be completed by Instructor)

Department

Division

Course Title (i.e., ART 299 Independent Study)

Hours

Units

For the semester/year, the above-named student has entered into an agreement to complete a program of Independent Study. Use the attached sheet and state course objective(s), course outline, course outcomes, and special projects or activities.

Part III (To be completed by the Admissions and Records Office)

Units completed at SBCC _____

GPA _____

Units completed within the department _____

GPA _____

Verified _____

Date _____

Part IV (Required Signatures)

The instructor is to supervise the study program or project, to evaluate the student's work and to report the final grade during the normal reporting period established by the Admissions and Records Office.

Student Name

Department Chair

Instructor

Academic Dean

Part V (To be completed by the Scheduling Office)

Section # _____

Course # _____

Date _____

Scheduling Office Approval

**Copies: Scheduling Office (white), Admissions and Records (canary), Instructor (pink),
Student (goldenrod)**