INDIVIDUAL TEACHING AGREEMENT/
INDEPENDENT STUDY FORM

This form and syllabus must be received by the School of Graduate Studies THREE (3) days prior to the first class. The student is not officially registered until this form is on file. Please see the current SGS catalog for additional procedures.

Student’s Name: ___________________________________________________________ Date: _________________

Course Prefix & Number: ____________________________________________________

Start Date: _____________________ End Date: _____________________

Instructor’s Name: ____________________________________________________

Reason for Individual Teaching Agreement/Independent Study (must satisfy guidelines listed in the catalog):
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

I understand that this individual teaching agreement/independent study requires a minimum of three hours of work per credit per week, that I must take responsibility for communicating with the instructor, and that I must submit required work on time.

Student Signature __________________________ Date _________________

For the Instructor to complete:

Is a contract required?  □ Yes □ No  □ Uncertain*

Instructor Signature __________________________ Date _________________

Department Chair/Coordinator Signature** __________________________ Date _________________

Dean Signature __________________________ Date _________________

*If uncertain, please consult with SGS Dean
**Please confirm the above answer and initial response.

Return to: Graduate School, St. Joseph Hall, 3rd Floor, Room 378 or Scan and E-Mail to gradschool@chc.edu
Please do not return the form until all required signatures (with the exception of the signature of the Dean) are obtained. Any incomplete forms will be returned to the student. A Graduate representative will get the completed form to the Dean for review and signature.