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 Fax to 215.248.7161 or E-Mail to gradschool@chc.edu
Copies to: Student, Instructor, Department Chair/Coordinator

9601 Germantown Avenue                   Phone: 215.248.7170     E-Mail: gradschool@chc.edu
Philadelphia, PA 19118                    Fax: 215.248.7161         Website: www.chc.edu

2013-2014