

To undertake in an *Independent Study Arrangement (ISA)*, the student should meet with the academic advisor and then contact the proposed instructor. If the instructor and the department Chairperson agree to enter the arrangement, they should sign below and return copy of this form to the Registrar's Office with a Registration Form attached. The Independent Study course must be added to the student's schedule before the end of the drop/add period – any requests made after this period must be approved by the Provost. **Please note that in addition to the regular per credit tuition, the student may be assessed an additional Independent Study fee of \$575.00 as per the Academic Catalog.**

Student Name				Last 4 of FTC ID#				
Course Code and Name								
Instructor								
Term								
Reason								
Meeting Dates and Time								
Meeting 1	Date:		Time:		Length:			
Meeting 2	Date:		Time:		Length:			
Meeting 3	Date:		Time:		Length:			
Meeting 4	Date:		Time:		Length:			
Meeting 5	Date:		Time:		Length:			
Meeting 6	Date:		Time:		Length:			
Meeting 7	Date:		Time:		Length:			
Approved: ____			Denied: ____					

Student Name	Signature	Date
Instructor Name	Signature	Date
Chairperson Name	Signature	Date
Provost Name	Signature	Date
Carolann Miller Fee applicable? ____ Yes ____ No		

The ISA must be based on the regular course overview and student effort hours must equal the effort hours normally required in a regularly scheduled course. The instructor must hold a minimum of seven (7) meetings with the student that include: a general orientation; mid-term and final examinations; and four additional meetings for quizzes, discussions, etc. These meetings should be held every other week at a mutually agreed upon time convenient for the instructor and attendance must be posted for each of the meetings.* Students will be given expanded written assignments to help meet the student effort time required under the arrangement. Any planned departures from the regular course overview must be approved in advance by the Provost.