

AQUINAS COLLEGE TUTORIAL/INDEPENDENT STUDY CONTRACT

Revised 2024

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

Name _____ ID. No. _____

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

Local Address _____ Local Phone _____
Street City State

Course _____ Credit Hours _____ Year and Term _____
Number and Title

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 credit 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.)

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 complete an Independent Study/Tutorial contract with that instructor, obtain the necessary signatures and take the contract to the Registrar/Academic Advising Center. 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.

Tutorials

From time to time students may for extenuating circumstances ask for a course to be taught as a tutorial. Courses may 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. A qualified instructor may agree to teach a tutorial with permission from the department chair. To register for a tutorial, a student must complete an independent study/tutorial contract (including rationale as to why it is requested in this format), obtain the necessary signatures and take the contract to the Registrar/Academic Advising Center by the published registration deadline for the semester. 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.

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.
4. Independent study and tutorial courses must be registered by the published registration deadline for the semester.
5. Course completion dates must be a part of every contract and must align with the end of the semester which the course is registered.
6. Tutorials may not be offered in courses which are regularly offered in the schedule during the fall and spring semesters except with permission of the Registrar.