

# 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. Work with the Instructor to complete Part II

Instructor Must:

- Complete Part II by providing independent study details
- Attach a document outlining your independent study program
- Sign the contract in Part IV

Hour Allocation:

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

3. Have the Department Chairperson and Academic Dean sign the contract (Part IV).
4. Sign the contract yourself (Part IV).
5. Email the completed contract to Admissions and Records Office by Friday of the second week of the term (first week/summer) to [Admissions@sbcc.edu](mailto:Admissions@sbcc.edu)  
Admissions will verify:
  - a. Units completed and GPA at SBCC
  - b. Units completed and GPA within the department
6. Admissions will work with the Scheduling office to complete Part V and register the student.
7. Admissions will email you once you are registered and then you will login to pipeline to pay our fees.

**\*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. Attach a 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)**