

**Nyack College
MBA Program**

Office use only:
Course ID: _____
Term: _____

Learning Contract for an Independent Study: Regular Course as Directed Study

Student Name: _____ Student ID #: _____
{Last} {First} {Middle}

Total Number of Credits Earned: _____ Cum GPA: _____ Number of Credits for this Contract: _____

Date Contract Begins: _____ Date Contract Ends: _____

Course Number: _____ Title: _____ Professor: _____

Student's Concentration: _____

Reason for request: _____

Schedule: 6 Sessions/3 Hours Each (nothing less will be accepted)

1 credit: Meeting #1 date: _____ + Meeting #2 date: _____

2 credits: Meeting #3 date: _____ + Meeting #4 date: _____

3 credits: Meeting #5 date: _____ + Meeting #6 date: _____

Signatures:

Student: _____ Date: _____

Professor: _____ Date: _____

MBA Director: _____ Date: _____

Dean, School of Business: _____ Date: _____

N.B.: Attach a course syllabus to this form.

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Learning Contract for an Independent Study: Regular Course as Directed Study

Guidelines

The *Learning Contract* is an agreement between a professor and a student to complete a program of study within a specified time frame. *The student is responsible for all follow up in the course.*

- Note:**
- > *Contracts* may not be made for work already completed.
 - > Students on Academic Probation may not make a *Contract*.
 - > There is a limit of one *Contract per term*.
 - > *Contracts* may not be made for courses offered in a regular class format during the term in question.

Deadline and Tuition:

CONTRACT PROPOSALS MUST BE SUBMITTED FOR APPROVAL TO THE MBA OFFICE THREE WEEKS PRIOR TO THE START OF THE INDEPENDENT STUDY. The student will not be registered for the course until the completed contract has been received and approved.

The contract will be included in the tuition charge for the complete MBA Program.

It is the student's responsibility to submit the contract proposal.

Completing the *Contract*:

1. A student must prepare a proposal for study in conjunction with the supervising professor.
2. Attach a copy of the course syllabus to the *Contract* form.
3. On a separate sheet of paper, indicate the ways the course described in the syllabus will be modified in light of the fact that it is being taken as an independent study.
4. Schedule at least two {2} dates and times per credit hour for meetings with your professor to discuss and assess your progress.
5. The student is responsible for all follow up in the course.

After the Dean, School of Business approves the proposal, the student will be registered for the course.