

# G-ISC

## Independent Study Contract Instructions

The Independent Study Contract (G-ISC form) should be used for any graded, for-credit course in which the student is doing academic work independently, and the content and requirements of the course are not governed by a standard syllabus.

**PLEASE NOTE:** An independent study should be designed to be completed within one semester. Hence, a complex task may require multiple independent studies for separate portions of the complex task. Grades of “Incomplete” should only be assigned in circumstances beyond the control of students.

If the independent study course is to be used on a student’s Program of Study to replace a specific required course, then the G-ISC form **MUST** be on file and in the student’s official record. In such case, the G-ISC form must be transmitted to the Graduate School together with the student’s Program of Study and a memo from the student’s Graduate Director specifying which program requirement is being replaced by the Independent Study.

To ensure that the student, instructor and department share a perspective on the work that will be completed to earn the credits for this independent study, the following information is required on the Independent Study Contract (G-ISC form):

- **Course Description** should provide information about the intention behind this independent study, giving some insight into the content to be covered within one semester or part of semester.
- **List of Tasks** should include 1) a brief description of each task and how it will be assessed, 2) an estimate of when it will be due or accomplished, and 3) the weighted contribution toward a final grade, preferably expressed as a percentage. The total of all of the tasks should be 100 percent.
- **Grading Scale** should indicate the percentage ranges for each grade and must include an A and an F. Indicating the full range of grade possibilities is most desirable. For example: A = 90–100%; B+ = 85–89%; B = 80–84%; C+ = 75–79%; C = 70–74%; D+ = 65–69%; D = 60–64%; F = 0–59%.
- **Endorsements** indicate that all parties have read, understand and agree that the description of tasks in this contract warrant the credit assigned. Students, the instructor, advisor and Department representative should all retain a signed copy of this completed form. The original should be forwarded to the Office of the Registrar.

In addition to the Independent Study Contract, students must enroll in the course through Self-Service Carolina (SSB.ONECAROLINA.SC.EDU).

## INDEPENDENT STUDY CONTRACT

Last Name:  First Name:  M.I.:  USC ID:

Street:  City:  State:  Zip:

Phone Number:  Email Address:

### COURSE INFORMATION

Department	Prefix	Number	Suffix	Credits	Section	Schedule Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Term	Year	Instructor:			Instructor	Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>

Course Title:

### Course Description:

### List of Tasks , Anticipated Submission Dates and Weighted Contribution to an Earned Grade:

### Grading Scale (A to F with numerical ranges):

### Endorsements:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student's Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Graduate Director /Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES:** 1) Formal registration must be made through Self-Service Carolina ([SSB.ONECAROLINA.SC.EDU](http://SSB.ONECAROLINA.SC.EDU)).

2) If this Independent Study will replace a required course, the Program of Study with a memo from the Graduate Director specifying which requirement is being replaced must be submitted to the Graduate School.