



# California Institute of Integral Studies

## INDEPENDENT STUDY CONTRACT

Use this for to register for an Independent Study, an individualized course of study intended for students wanting to extend their field of inquiry beyond current CIIS courses. Submit it, complete with the instructor's and your department or program chair's signatures, in person, by fax, or by mail to:

CIIS Registrar's Office, 4<sup>th</sup> Floor 1453 Mission Street, San Francisco, CA 94103 Fax Number: 415-575-1267

The following are the policies governing independent studies:

1. Graduate students must have a cumulative grade-point average of 3.0 or higher; undergraduates, 2.0 or higher.
2. The faculty member's field of interest must be compatible with the proposed area of study.
3. No faculty member is under obligation to accept independent study students.
4. An Independent Study which has content similar to a course already offered in the current CIIS catalog will not be approved except in unusual circumstance. Approval is given by the department or program chair, not the instructor.
5. A maximum of one-sixth of a graduate student's total unit requirements may be satisfied by independent study credit; a maximum of nine units of an undergraduate student's.
6. A maximum of three units of independent study credit may be taken in any one semester.
7. An independent study may be taken for a pass/no pass grade only.
8. This contract must include the plan of study and the specific responsibilities of the student and the instructor. The student is expected to complete a minimum of 15 semester hours of work for each unit of credit awarded; accordingly, for a three unit Independent Study, the student should work for at least 75 hours, with at least 15 of those with the instructor.
9. This contract must be signed by the chair of the student's program.
10. It is the student's responsibility to submit the original of the completed contract to the Registrar's Office and a copy to his or her academic program's office by the semester's regular registration deadlines.

If you have questions, contact the Registrar's Office at [registrar@ciis.edu](mailto:registrar@ciis.edu) or 415-575-6126.

### STUDENT INFORMATION

Mr.  Ms. \_\_\_\_\_ CIIS ID Number: \_\_\_\_\_ Term:  Fall  Spring  Summer Year: \_\_\_\_\_  
(check one) last first middle initial

E-mail Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street city state zip

My signature below indicates that:

1. I have read and understand the policies on this form regarding independent studies, enrollment maximums, payment, and dropping, withdrawing, and not attending.
2. I have read and agree to abide by all of the policies in the *Catalog* and *Student Handbook*.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INSTRUCTOR INFORMATION

Mr.  Ms. \_\_\_\_\_ Academic Dept: \_\_\_\_\_ Role:  Core  Adjunct  
(check one) last first middle initial

E-mail Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street city state zip

My signature below indicates that I agree that:

1. I will work with the student to determine a mutually acceptable schedule. For every unit of credit this independent study is worth, I will meet with the student for a minimum of five hours, and require the student to work for a minimum of 15 hours. This work includes study, reading, research, and/or practice; and
2. If I am an adjunct instructor, I will not be paid until I submit a grade, and that the pay will not have taxes withheld; and
3. This contract does not make me an employee of CIIS, if I am not one currently.

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

### INDEPENDENT STUDY INFORMATION

Title: \_\_\_\_\_ Units:  1  2  3

Is the content similar to a course in the current CIIS catalog?  YES  NO If yes, that course's number: \_\_\_\_\_

Attach: 1) A one paragraph description of the course's content; 2) A syllabus. If the instructor is an adjunct instructor, also attach his or her resume.

### STUDENT'S PROGRAM or DEPARTMENT CHAIR'S APPROVAL

My signature below indicates that I approve this independent study to be applied toward the student's degree progression. If the content of the independent study is similar to a course already in the current CIIS catalog, I approve the Independent Study to substitute for that course.

Department or Program Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|  |                            |                     |
|--|----------------------------|---------------------|
| <b>CIIS REGISTRAR'S OFFICE USE ONLY:</b> |                            |                     |
| DATE                                     | DATE                       | DATE                |
| FORM RECEIVED: _____                     | REGISTERED: _____ BY _____ | STUDENT PAID: _____ |

## Enrollment Maximums

| <u>Student's School</u>          | <u>Fall</u> | <u>Spring</u> | <u>Summer</u> | <u>Approver of Exception ("Overload Registration")*</u> |
|----------------------------------|-------------|---------------|---------------|---|
| Undergraduate Studies            | 16 units    | 16 units      | 16 units      | Director of Undergraduate Studies                       |
| Professional Psychology          | 13 units    | 13 units      | 10 units      | Academic Advisor  |
| Consciousness and Transformation | 13 units    | 13 units      | 10 units      | Academic Advisor or Program Chair                       |

\* International students must also obtain written approval from the International Student Advisor.

These are school maximums; programs may have lower maximums. Contact your advisor if you are uncertain about this limit. Non-compliance with it may result in you being administratively withdrawn from the semester.

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## Payment

Tuition and fees are charged immediately and are due at the time of registration. If you are a financial aid recipient, any balance not covered by your aid is due at the time of registration. Do not pay in advance for the portion that financial aid will cover.

CIIS offers a Deferred Payment Plan which allows you to pay in three equal installments (two in summer). See the Academic Calendar for specific due dates. To participate in this plan, simply check this option on the Registration Form. A \$50 fee is charged for this service. A \$25 fee will be charged each time an installment is made after its due date.

CIIS accepts payments by cash, check or money orders (made out to "CIIS"), or credit cards (VISA and Master Card). To make a payment online, log onto *Pathway* at <http://pathway.ciis.edu>, click the "Finances" tab, and then the "Pay My Bill" link.

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## Dropping, Withdrawing, or Not Attending

### Drop = Withdrawing from a course before the Drop Deadline

A drop transaction must be conducted either: 1) online through *Pathway*; or, 2) by written notification to the Registrar's Office. Notification of a drop to the instructor, program staff, or any other CIIS office is insufficient. A drop will result in the removal of the course from your transcript and a 100% reversal of its tuition charge. It will not result in a reversal of the registration fee charge. You may not drop a class after the Drop Deadline. (Refer to the Academic Calendar for this date.)

### Withdrawal = Withdrawing from a course after the Drop Deadline

Withdrawing will result in a "W" on your transcript. To withdraw, submit an *Authorized Withdrawal from Classes Form* to the Registrar's Office, signed by the instructor.

A 75% refund will be given if the withdrawal form is submitted up through the third week of classes; a 50% refund by the seventh week of classes; no refund will be given after the seventh week. (All fees are non-refundable.) Refer to the Academic Calendar for specific refund deadlines. If you received any form of federal financial aid, the amount that will be returned to your lenders will be determined by federal guidelines and may be different from CIIS' refund policy. Contact the Financial Aid Office for more information.

### Not Attending

Instructors have the right but not the obligation to withdraw you if you do not attend. **Do not assume you will be withdrawn if you do not attend.** You are responsible for conducting and monitoring your own registration transactions. If you do not attend and neither you nor the instructor submit a withdrawal notification to the Registrar's Office, a grade of "F" [Fail] or "NP" [No Pass] will be posted to your transcript, and you will be held accountable for all monies owed. If you are waitlisted, the instructor has the right to remove you from the waitlist if you do not attend the first class meeting. See the Waitlist Procedure above.