

Name: \_\_\_\_\_ Date: \_\_\_\_\_ UTC ID: \_\_\_\_\_

### Individual Studies/Research Contract

UTC Records Office, 125 University Center  
615 McCallie Avenue, Dept. 5155  
Chattanooga, TN 37403  
Ph: (423) 425-4416 Fax: (423) 425-2172

This form must be submitted when registering for any individualized course including 4995r, 4997r, 4998r, 5997r, 5998r, or 7997r course. If additional space is needed, please provide attachments.

Course Title: \_\_\_\_\_

Department, Course #, Section: \_\_\_\_\_ - \_\_\_\_\_ CRN: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Year: \_\_\_\_\_ Semester: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Faculty Director: \_\_\_\_\_

**Please Describe:**

**(A) Nature of Individualized Study:** See attached syllabus

**(B) Specific responsibilities and/or learning objectives of student:** See attached syllabus

**(C) Criteria which will be used for evaluation and grading of this project:** See attached syllabus

**(D) Arrangements and frequency of meetings with faculty director:** See attached syllabus

### REGISTRATION AND DROP/ADD FORM

Semester/Term

UTC I.D. #

Name

CRN	Dept	Course No	Type	Credit (G/U)	Credit Hours	Drop	Add
-----	------	-----------	------	--------------	--------------	------	-----

\_\_\_\_\_  
Student's Signature \*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

REGISTRATION LIMITS: Maximum for graduate students for any semester is 15 hours.

\*I understand that I will not be registered for the course listed above until the faculty director and department head have signed and this form is submitted to the Records Office. I also understand that once I am registered for this course, I am responsible for all fees. This form must be submitted to the Records Office by the deadline to register for courses listed on the Academic Calendar.

The University of Tennessee at Chattanooga  
College of Health, Education and Professional Studies

Individual Studies Syllabus



**Term:**

**Course Title:**

**CRN:**

**Credits:**

**Modality:**

**Location:**

**Faculty Name:**

**Faculty Office Hours and Location:**

**Faculty Email and Phone Number:**

**Course Description:**

**Course Learning Outcomes:**

**Relationship to Program Competencies (Comprehensive Assessment):**

**Required Readings:**

**Deliverables/Assessment/Evaluation/Grading:**

<b>Final Grade</b>	<b>Percentages</b>	<b>Definitions</b>
A	92% +	<b>A</b> represents an evaluation of work which <b>exceeds</b> competency standards, depicts mastery, and demonstrates an exceptional understanding of the subject matter.
B	84% +	<b>B</b> represents an evaluation of work which <b>meets</b> competency standards for thoroughness and depicts a thorough understanding of the subject matter.
C	75% +	<b>C</b> represents an evaluation of work that is <b>satisfactory</b> relative to standards of competency but lacks some areas of thorough understanding of the deliverables and the subject matter.
F	Lower than 75%	<b>F</b> represents <b>unsatisfactory</b> work.



**Instructor Grading and Feedback Response Time:** Deliverable grades and feedback will be posted within 14 days of the deliverable due date.

**Incomplete Policy:** Refer to the Graduate Catalog and the Learning and Leadership Program Guide for details.

**Honor Code Pledge:** I pledge that I will neither give nor receive unauthorized aid on any test or assignment (deliverable). I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to ensure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

**Confidentiality Statement:** The requirements of this course may include discussion of situations from various organizations. The participant is to remove all names from any documents submitted, including the name of the organization. If the document could still be used to identify the specific organization or individual(s) involved, the participant should alter part of the fact pattern to ensure that identification cannot occur. The professor recognizes that such documents are sensitive and may be politically charged, and therefore requires the following additional precautionary actions: Participants must respect the confidentiality of other organizations discussed in class and refrain from discussing information or specifics of any organization outside of class. Failure to do so will be considered a violation of the Student Honor Code and will be reported as such. Disciplinary consequences will be imposed. Refer to the Graduate Catalog and Learning and Leadership Program Guide for details.

**Student (Participant) Conduct Policy:** UTC's Academic Integrity Policy is stated in the [Student Handbook](#).

**Official Communication:** To enhance student (participant) services, the university will use your official UTC email address ([UTCID@mocs.utc.edu](mailto:UTCID@mocs.utc.edu) or [First-Last@utc.edu](mailto:First-Last@utc.edu) for university employees) for all communications. Please check your UTC email on a regular basis. Participants can expect faculty to respond to inquiries within three business days, even if the response is to simply inform the participant that the faculty member is working on the inquiry and will reply in greater detail soon. Instructors will respond to posts in the Ask the Instructor discussion within 48 hours on weekdays and within 72 hours on weekends.

**Course Learning Evaluation:** Course evaluations are an important part of our efforts to continuously improve the learning experience at UTC. Toward the end of the semester, you will receive a link to evaluations and are expected to complete them. We value your feedback and appreciate you taking time to complete the anonymous evaluation.

**Learning & Leadership Doctoral Guide:** All policies, procedures, and forms related to the doctoral program are posted to the Learning & Leadership Doctoral Program Guide at <http://www.utc.edu/doctorate-learning-leadership/doctoralguide/>.