

## Independent Study Policies and Governing Rules

### 1. Policies Regarding Independent Study

Independent Study (IND) is an important part of the curriculum and should be used to supplement, rather than replace, existing courses of study. When registering for an Independent Study, the student selects a topic from a single field of learning, or one that is interdisciplinary, prepares and executes a plan of study in consultation with one or more instructors, prepares a research paper for the end of the semester, and provides other evidence of accomplishment suitable to the topic. In addition, the student may be required to take an oral or written examination.

The credit to be sought for an IND, which may range from 1 to 4 credits, is to be determined when the topic is approved. No more than 8 credits of IND may be applied toward an Associate degree. The maximum IND credits applicable to a Baccalaureate degree will be determined by the nature of the student's academic program, but optimally should not exceed 15 credits.

In order to register for an IND, a student must obtain a copy of the "INDEPENDENT STUDY APPLICATION" form from the Registrar's Office, meet with the instructor(s) who is (are) to supervise the IND and assist in completing each part of the application, secure the required signatures, and return the application to the Vice President of Academic Affairs for approval.

### 2. Minimum Academic Requirements for Independent Study

1. Student must have Sophomore standing.
2. Student must maintain a cumulative GPA of 2.75.

### 3. Rules Governing Independent Study

1. **No student** should be allowed to register for **more than one** IND during a given semester, without extenuating circumstances.
2. The proposed IND **cannot duplicate** courses already being offered, unless there is an irresolvable conflict between required classes and no alternative is available.
3. **No instructor** may supervise **more than three** independent studies in a given semester, without extenuating circumstances.
4. The proposed IND must clearly state:
  - a) The educational objectives to be obtained.
  - b) The texts or readings to be used.
  - c) A complete outline of the study (syllabus).
  - d) The schedule of meeting times.
  - e) The method(s) to be used for evaluating student performance.
5. The proposed IND must have required signatures prior to being submitted to the Vice President for Academic Affairs.
6. The proposed IND for a full-time student must be assigned to a full-time faculty member for supervision, unless there are none available. No full-time student will be assigned an adjunct supervisor for IND except under extenuating circumstances.
7. All proposed IND applications must be submitted to the Vice President for Academic Affairs, with a completed registration or Add/Drop form, prior to the end of the Add/Drop period for a given semester. **APPLICATIONS SUBMITTED AFTER THIS DEADLINE WILL NOT BE ACCEPTED.**

## Independent Study Application – Part 1

Please type or print all information except where signatures are required

Student Name:		Student ID#:	
Campus Phone:		Home Phone:	
Class:	<input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Enrollment Status:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Academic Department:		Major:	
Semester of Study:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II	Year:	Proposed Course Level: <input type="checkbox"/> Freshman (100) <input type="checkbox"/> Sophomore (200) <input type="checkbox"/> Junior (300) <input type="checkbox"/> Senior (400)
Title of Independent Study:			
Name of Instructor(s):			

If the proposed IND is in violation of parts 1 or 2 in the Rules Governing Independent Study (see first page), please explain the extenuating circumstances or irresolvable conflict:

## **Independent Study Application – Part 2**

Please provide the Objectives of the Independent Study:

Please list the text(s) and readings that will be used for the Independent Study:

Please provide an outline or syllabus of the Independent Study:

## Independent Study Application – Part 3

Schedule of Meeting Day(s) and Time(s):

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday/Sunday:

Please list and explain the method(s) of evaluation to be:

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Applicant's Signature

Date

### SIGNATURES OF APPROVAL

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Department Chair

Date

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Instructor

Date

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Instructor

Date

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Student's Advisor

Date

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Vice President for Academic Programs or  
Vice President for Strategic Implementation

Date