

# College of Arts and Sciences

## Application for Independent Study

Independent study comprises a course of study which is not available in the regular curriculum and for which the student has the appropriate background. It is offered at three levels: 2500, 3500, and 5500. Anyone seeking to pursue Independent Study must be a candidate for a degree from Appalachian or must be working for teacher licensure.

Student's Full Name (please print) \_\_\_\_\_

Student's ASU PO Box # \_\_\_\_\_ Student's Telephone \_\_\_\_\_

Academic Class (circle) Sr Jr So Fr GPA Previous Semester \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Course Number \_\_\_\_\_ Title of Study Project \_\_\_\_\_

Reasons for undertaking study project:

Academic preparation: relevant courses completed (graduate students list only graduate and senior-graduate courses) and all independent courses, including those you are presently taking.

Independent Course Name(s) \_\_\_\_\_ Grade \_\_\_\_\_ Instructor \_\_\_\_\_

Other Relevant Course Name(s) and Number(s) \_\_\_\_\_ Grade \_\_\_\_\_ Instructor \_\_\_\_\_

**Complete a statement of the study project on the Independent Study Outline (attached)**

### Consent of Instructor

I agree to direct the Independent Study of

\_\_\_\_\_ during (circle)

Fall Spring 1<sup>st</sup> Summer 2<sup>nd</sup> Summer \_\_\_\_\_ (year) for \_\_\_\_\_ hours of credit.

**Signature of Instructor** \_\_\_\_\_

Application approved (circle) Yes No **Signature of Chairperson** \_\_\_\_\_

# INDEPENDENT STUDY OUTLINE

I. Course Description

II. Objectives of the Independent Study

III. Requirements (e.g., exams, research papers, evaluation criteria)

IV. Reading List

V. Schedule for Conferences

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

## **Guidelines for Independent Study Courses**

Independent Study is a special course, not listed in the regular curriculum, in which the student designs a project and then pursues it under the guidance of an instructional staff member who serves as a consultant for the student during the course of study. Independent Study must be approved by the faculty member who will direct the student's work, the chairperson, and the Dean. Anyone wishing to pursue an Independent Study must be a candidate for a degree at Appalachian or working toward teacher certification.

### **GUIDELINES**

1. An undergraduate student may take no more than 4 semester hours of Independent Study in any one term.
2. No more than 6 semester hours of Independent Study may be counted toward the undergraduate major, and no more than 3 semester hours for the minor.
3. Graduate students are limited by the Graduate Bulletin to a total of 6 semester hours in Independent Study, and they must have on file a Course of Study and the Admission to Candidacy Form.
4. A faculty member should direct no more than two different Independent Study courses in any one term.
5. These guidelines define policy in ordinary circumstances, although the department chairperson because of hardship or for some other extraordinary cause may make exceptions.

### **APPROVAL PROCEDURES**

1. The student will confer with a faculty member who may serve as the director of an Independent Study.
2. If the faculty member agrees to supervise the Independent Study project, the Independent Study form is completed and a written prospectus drawn up. Both are presented to the department chairperson.
3. If the department chairperson approves, she/he will determine, in consultation with the faculty member, the number of semester hours credit for the project and sign the *Special Course Form* authorizing registration for the Independent Study. The proposal must then be approved in the Dean's Office of the College of Arts and Sciences (100 I. G. Greer) and in the case of a graduate level Independent Study, by the Dean of Graduate Studies and Research. After the student obtains the necessary signatures, the Special Course Form is taken to the Registrar's Office and the student is registered for the Independent Study.

The department chairperson will maintain a copy of the application form and the prospectus in the departmental files. A copy of both will be supplied to the Dean of the College of Arts and Sciences.