



## INDEPENDENT STUDY POLICIES AND REGULATIONS

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 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, secure the required signatures, and return the application to the Academic Affairs Office for approval. **NO STUDENT SHOULD BE ALLOWED TO REGISTER FOR MORE THAN ONE INDEPENDENT STUDY DURING A GIVEN SEMESTER**, without extenuating circumstances.

**NO INSTRUCTOR MAY SUPERVISE MORE THAN THREE**

**INDEPENDENT STUDIES IN A GIVEN SEMESTER**, without extenuating circumstances.

Students who wish to undertake an IND must meet the following minimal requirements:

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

To be approved, the IND must meet the following regulations:

1. The proposed IND must clearly state:
  - a. The educational objectives to be obtained
  - b. The texts or reading to be used
  - c. A complete outline of study (syllabus)
  - d. The schedule of meeting times
  - e. The method(s) to be used for evaluating student performance
2. The proposed IND must have requisite signatures prior to being submitted to the Academic Affairs Office
3. The proposed IND **cannot duplicate** courses already being offered, unless there is an **irresolvable** conflict between required classes and no alternative is available.
4. 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 for extenuating circumstances.
5. All proposed IND applications must be submitted to the Academic Affairs Office, with a completed registration or Add/Drop form, prior to the end of the Add/Drop period for a given semester.

**APPLICATIONS SUBMITTED AFTER THE DEADLINE WILL NOT BE ACCEPTED**



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**INDEPENDENT STUDY APPLICATION**

**PAGE ONE**

Please type or print in ink all information, except where signatures are required.

Student Name:		Class: <input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore
Home Phone:	Cell Phone:	
Student ID Number:	Cumulative GPA: (min. 2.75)	
Enrollment Status: <input type="checkbox"/> Full-time (12 or more credits)	<input type="checkbox"/> Part-time (less than 12 credits)	
Academic Department:	Major:	
Semester of study: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Winter <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:		Credits:
Name of Instructor(s):		

If you are taking any other independent studies this semester, you are in violation of the policy stated on the first page of this form. Please explain your extenuating circumstances below.

If this course is regularly offered at Centenary or is being offered this semester, you are in violation of policy #3 on the preceding page. Please explain your "irresolvable conflict" below and list any other extenuating circumstances.



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**INDEPENDENT STUDY APPLICATION**

PAGE TWO

Objectives of the independent study:

Text and/Or Readings to be used:

Outlines of the study (syllabus):



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**INDEPENDENT STUDY APPLICATION**

**PAGE THREE**

Schedule of meeting times:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday/Sunday:

Method(s) of evaluation to be used (list and explain)

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signatures of Approval:

Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Chief Academic Officer or Designee

\_\_\_\_\_ Date: \_\_\_\_\_