



INDEPENDENT STUDY PROPOSAL

Students should not begin working on such a course until the proposal has been approved. Tips for Success: Start planning early! Prepare during the semester preceding the one in which you plan to register for an Independent Study course. Be aware that the professor you approach about supervising your independent study project may modify or decline your request.

PLEASE PRINT CLEARLY

Semester: _____ Year: _____

Student's Full Name: _____

AUC ID: _____

AUC Email: _____

Telephone/Mobile#: _____

Overall GPA: _____ Number of completed credits: _____

Major/Minor: _____

Course Prefix and

Number: _____ Department: _____

Faculty Member Supervising Independent Study: _____

Rationale for Independent Study:

Learning Contract Please attach syllabus if available (to be developed in consultation with the faculty member supervising the independent study – use additional paper if needed):

Topic to be studied: _____

Number of semester credit hours (one credit = three hours of study/week): _____

Learning Outcomes: _____

Description of previous coursework that enables student to explore this issue: _____

Schedule of Meetings: _____

Schedule of Readings and Assignments: _____

Description of Grading Criteria: _____

Student's Signature _____ Date _____

Supervising Faculty's Signature _____ Date _____

Printed name of Department Chair (of department in which student is pursuing a major or minor) _____ Signature of Department Chair major/minor _____ Date _____

Signature of Dean or Associate Dean of Department _____ Date _____ Signature of Director of Core Curriculum (if Independent Study is substituting for Core Elective) _____ Date _____



Guidelines for Independent Study

Independent study is student-initiated directed study in a field of special interest not available through current course offerings and is detailed in a mutually agreed-upon contract between a faculty member and a student. Independent study can provide students with a unique opportunity to work on carefully selected projects under the direct supervision of a faculty member volunteer with a shared interest. Independent study courses may be used towards completion of a major or minor but they may not be used as a substitute or replacement for a required course within a major, except for special circumstances where the Chair MUST approve such a course in order for the student to graduate or compensate for credits earned at another university during “study abroad”. Students who are considering pursuing an Independent Study course should prepare during the semester preceding the one in which they plan to register for such a course, with the exception of courses aimed at transfer students who need to complete particular credits prior to embarking on a full degree program. The requirements and eligibility criteria listed below do not apply to the TWO exceptional circumstances noted above.

Who is eligible to register for an Independent Study course?

Students who have completed 60 semester credit hours of academic work toward a bachelor degree (Junior-level standing or higher), and a GPA of not less than 3.0 may elect to take a course through Independent Study.

Requirements:

1. No more than six semester hours of Independent Study may apply to the baccalaureate or masters degrees. Students may take only one independent study course during the summer or winter semester.
2. All Independent Study projects, signed by both student and faculty, must be submitted for approval to the Chair of the academic department in which the student is pursuing a major or minor.
3. Independent Study courses may not normally be used as a substitute or replacement for required core curriculum courses unless approved in exceptional circumstances by the Core Curriculum Director.
4. The student must submit a written learning contract detailing the expectations and requirements for the completed Independent Study project, including the number of credits to be earned and a time-line for completion agreed upon with the faculty member before the work begins. Students should expect to spend at least the same amount of time for such a course as he/she would spend for an in-class course. For each semester credit hour, three hours of work per week is required. Students are expected to meet at least weekly with the instructor. It is also expected that a final report will be submitted to the relevant Chair at the end of the Independent Study.
5. The course approval and registration process must be completed by the regular registration deadline.
6. Copies of the approved proposal with the Learning Contract should be kept in the Department office and sent to the Office of the Registrar.



Student Guidelines for Independent Study

Proposal Requirements:

1. Your full name, university ID, and complete address, email, and home and cell phone numbers.
2. Rationale for Independent Study.
3. Learning Contract, to be developed in consultation with the faculty member supervising the proposed course:
 - a. Statement regarding topic to be studied and number of semester hour's credit to be earned;
 - b. Learning outcomes
 - c. Description of previous coursework that enables the student to explore the issue in hand.
 - d. Schedule of meetings;
 - e. Schedule of readings and assignments;
 - f. Description of grading criteria;
 - g. Expected product of study. This should be a research paper or equivalent level of work.
4. Faculty member with whom you plan to study.
5. Signatures of the faculty member supervising the independent study, the Chair of the department in which the student is pursuing a major or minor, and the Director of the Core Curriculum if the Guided Study is intended to count toward a Core Curriculum requirement.
6. **Students should not begin working on the independent study course until the proposal has been approved.**
7. **Tips for Success:** Start early! Prepare during the semester preceding the one in which you plan to register for such a course. Be aware that the professor you approach about supervising your proposed course project may modify or decline your request.

Faculty Guidelines for Independent Study

1. The student must obtain written approval of the proposed independent study project, signed by the faculty member and the Chair before work begins. This can be by letter or email.
2. The faculty member is expected to meet with the student at least seven times, associated with written/documented progress and to ensure that the work of the student is at the same level of quality and quantity as any course offered for the same number of semester hours credit. Meetings must be face-to-face, either in-person or by videoconference or Skype. For each semester credit hour earned, at least three hours of course work per week are expected from the student.
3. The faculty member must develop with the student a detailed Learning Contract (statement of expectations and requirements, including the number of credits to be earned, method to determine progress, as well as a time-line for completion, and a description of what the finished product will be). You and the student should agree upon the contract before the project begins. The contract must clearly spell out the number of credits to be earned.
4. The course approval and registration process must be completed by the regular Registration deadline.
5. As with a regularly scheduled course, the final grade for a course is entered online. The grade must be submitted during the regular semester-end grading period as published in the academic calendar.
6. An Independent Study must be completed in the semester of Enrollment. An "Incomplete" grade should not be acceptable except for special circumstances.
7. Faculty instructors (full-time) are limited to supervising no more than two (2) independent study courses per semester. Instructors should not begin working with students until he/she is officially registered.