



Application for Independent Study

PLEASE PRINT

Student Name _____ Student ID # _____

Telephone (home) (____) _____ (work) (____) _____ (cell) (____) _____

Fax (____) _____ Email _____

Date of Application _____

Degree Program AABS BABS BSBS-PM BSBS-HS BSBS-UML CCBC

Students may take courses by independent study when the student can **demonstrate a need for this provision**. The student must register for the independent study as is done for other courses. Arrangements for an independent study should be completed by the normal registration deadline.

What is an Independent Study?

An independent study is an educational tool that allows a student to explore an area of content in a self-directed learning format. It is designed to be a collaborative effort with a faculty member. Although the student is not involved in a normal classroom environment, a similar academic rigor is expected as in a regularly scheduled course. The course may be a regular course contained in the curriculum or an area of study not addressed by one of the regular courses. The process will include:

1. The student **first needs to consult with his/her faculty advisor** to discuss the independent study—the need for it, the nature of the course, the fit into the student’s curriculum, possible faculty members who could serve as the independent study supervisor, etc. Once this initial step is satisfied, the student is authorized to pursue an independent study.
2. **The student needs to identify a faculty member who is willing to serve as his/her independent study supervisor (ISS)**. For a course which is part of the curriculum, it is best to contact professors who regularly teach that course. For courses outside the curriculum, the supervisor will need expertise in the area the student wishes to study. *The student’s advisor can assist in identifying possible ISSs.*
3. The student, in coordination with the ISS, creates an independent study proposal with the required elements summarized on the reverse side of this form. For a course contained in the curriculum, the ISS may want to use the course syllabus as the proposal and make modifications as necessary.

Please complete either A or B.

A. Rostered Course in Published Curriculum:

Course No. _____ Title _____ Credits: _____

B. Non-Rostered Course – must have a GPA of at least 3.0

Course No. _____ Title _____ Credits: _____

Beginning Date _____ **Completion Date** _____

My reason for requesting this Independent Study

Independent Study Proposal

The following elements must be included and thoroughly addressed in your independent study proposal.

1. **Learning Objectives**--learning objectives will describe what the student will learn, not what he/she will do. State them in terms that are most meaningful to you--content acquisition, skills, behavioral changes, ministry strategies, etc.
2. **Learning Strategies**—describe how each objective will be accomplished, listing the potential target dates for completing each one.
3. **Learning Resources**—list learning resources, such as books, periodicals, internet sites, and people. The student should generate approximately 10-12 resources for the proposal, which will later be refined in dialogue with your independent study supervisor.
4. **Learning Evaluation**—decide how the independent study will be evaluated for the purpose of assigning a course grade

Authorizations

Please attach your independent study proposal to this completed application. Obtain the necessary signatures and attach it to your registration form if possible, or submit it to the Registrar's office separately.

Independent Study Supervisor Signature Date Please Print Name

Student Signature Date Please Print Name

"I have read and approve the Learning Objectives, Strategies, Resources and Evaluation as addressed in this Independent Study Proposal."

Faculty Advisor Signature Date Please Print Name

Academic Dean Signature Date Please Print Name

Please return completed the signed form to the Registrar's office at the beginning of each term.

Registrar's Verification	
Student GPA _____ (Non-Rostered courses ONLY)	
_____ Registrar's Signature	_____ Date



Independent Study Proposal

A **SYLLABUS** or **OUTLINE** as follows must be included with the IS application.

Student Name: _____

Independent Study Supervisor: _____

Learning Outcomes

Learning Strategies

Learning Resources

Learning Evaluation
