

ALTERNATE COURSE INSTRUCTION OR CREDIT



This form must be submitted prior to the first-class day.

This form is for use in creating Independent Study course sections, for an undergraduate student enrolling in graduate course for undergraduate credit, and a graduate student enrolling in undergraduate course for graduate credit.

INDEPENDENT STUDY POLICY AND COURSE INFORMATION

Undergraduate and Graduate Independent Study Policy
2024-25

An Independent Study is a course for academic credit that offers a student an individualized educational experience. An Independent Study course provides a mechanism for a student to work on a specific topic with a faculty member for academic credit.

Each independent study must provide a rigorous academic experience with learning objectives and scope comparable to any other undergraduate or graduate course. The student is expected to meet with the instructor regularly. Total effort should approximate that required for a typical undergraduate or graduate course. Students should expect to devote at least three hours each week for each credit hour of independent work. For each one semester hour of credit, students should be required to complete a minimum of 45 hours of work during a 15-week semester (the equivalent of 3 hours/week).

Independent Studies must follow the guidelines below:

Approval: Each independent study requires the supervising instructor's approval and that of the department's chair and Dean of the college.

Faculty: The supervising faculty member should be a full-time faculty member within the academic department and must commit to supervise the independent study.

Final Product: The student must be expected to produce a final academic or artistic product (or series of academic/artistic work) to be completed during the semester for which they are registered for the course. A final assessment or examination is required in all independent study courses. However, the role of final examinations for independent study courses may vary based on the course's intended outcomes. Chair or Heads of Divisions can approve a nontraditional final examination (e.g., a portfolio of the student's work, a thesis or substantial paper, or a take-home examination).

The students must sign a contract with a supervising faculty member for an Independent Study. The contract should stipulate the number of hours per week of work expected from the student; the number of required meetings between the instructor and student during the term; reading and writing assignments and due dates for them; assessment information specifying how the final grade will be determined; and a brief work plan.

Registration for an independent study course must be completed after the contract has been approved and no later than the last day of "late registration" (the end of the first week of classes in a fall or spring semester or the equivalent date in each summer session).

The number of students a faculty member may supervise in an independent study course during a semester or summer session should be restricted to no more than three students.

The Chair and the Dean must approve the contract between a student and the supervising faculty.

Division of _____ Course Prefix, Number, and Section _____
Course Title _____
Semester/Year _____ Semester Credit Hours _____

STUDENT INFORMATION (This section to be completed by student)

Name _____

Student ID _____

Email _____

Phone _____

Date of Application _____

Major _____

Classification _____

Current GPA Cumulative _____

Major _____

Prerequisite(s) Completed (if applicable) List Course, Semester, Year, and Grade Earned

FACULTY INFORMATION (This section to be completed by faculty member)

Name _____

Email _____

Instructor's Independent Section # _____

Please check one:

The faculty member has no more than three students per semester or summer session for this course.

The faculty member has more than three students per semester or summer session for this course. Please provide a reason for the exception in the box below.

Independent Study Anticipated Completion Date _____

Please use DegreeWorks to obtain the answers below.

Please indicate below the number of independent study courses this student has completed. _____

Number of undergraduate independent study courses completed. _____

Number of graduate independent study courses completed. _____

I verify that the student has not exceeded the number of independent study courses that may be applied to the degree they are seeking.

Course Requirements

This document is a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., nine hours per week for three credit hours of independent study).

- a) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include the day/time of weekly or bi-weekly meetings.

- b) Readings (and due dates, if relevant):

c) Written assignments (length and due dates, if relevant):

d) Other assignments (please describe):

e) Other information:

f) Describe the work plan (100 words maximum) or attach a syllabus:

Please outline the reason(s) this student is unable to enroll for this course when it is being taught as an organized class.

Faculty and Student Responsibilities

I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the responsibilities of Faculty.

Instructor _____ Date _____

I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the responsibilities for students.

Student _____ Date _____

This application for Independent Study has been reviewed. The proposal is:

Approved as provided on this form.

Required additional information. Please provide details and return to the instructor and student.

Not approved. Please provide a rationale below.

Chair/Dean _____ Date _____

If the Chair is the student's independent study instructor, this form must be signed by the Chair's Dean.

Note: Departments/Curricula must maintain a copy of this contract for a minimum of four years.

Provost & Senior Vice President for Academic Affairs _____ Date _____

ALTERNATE COURSE CREDIT

Division of _____ Course Prefix, Number, and Section _____

Course Title _____

Semester/Year _____ Semester Credit Hours _____

STUDENT INFORMATION *(This section to be completed by student)*

Name _____ Student ID _____

Email _____ Phone _____

Date of Application _____ Major _____ Classification _____

Current GPA Cumulative _____ Major _____

FACULTY INFORMATION *(This section to be completed by faculty member)*

Name _____ Email _____

Is the student attending a graduate class for undergraduate credit under a 489-course number?

If yes, please provide the course prefix, number, and section. _____

Is the student attending an undergraduate class for graduate credit under a 589-course number?

If yes, please provide the course prefix, number, and section. _____

Outline the learning objectives you expect the student to meet. (State in terms of desired outcomes.) Describe how the student will be evaluated at the end of the course. Accepted academic standards require a minimum of 135 clock hours of student effort to complete a three-semester credit hour course satisfactorily. Outline your work plan with the appropriate number of clock hours you expect the student to devote to each phase.

Student Signature

Date

Instructor of Record

Date

Chair

Date

Dean

Date

Provost & Senior Vice President for Academic Affairs

Date