

Undergraduate Independent Study Guidelines

Approval will be given to proposals for Independent Study which meet the following policies:

- a. Enrollment is limited to students with junior or senior standing
- b. Independent Study may be taken for 1-4 semester hours of credit. The amount of credit hours sought must be indicated on the proposal.
- c. **A student must register himself/herself for an independent study course.** This may be accomplished by completing the following process: complete the Independent Study Permit to Register Form, submit the completed form with the instructor's signature to the Office of Student Services, Room 3145 ETMSW, *BEFORE* the 10th day of the semester (5th day for Summer Session). A project proposal, which represents both goals and methods of inquiry, must be included with the form. The proposal must include a general statement about the final report: items to be covered approximate length, etc. During the semester in which the student is enrolled in the Independent Study, the proposal will be retained by OSS. **REMEMBER THAT THIS FORM WILL BE USED AS YOUR COURSE DESCRIPTION. PLEASE BE AS DESCRIPTIVE AS POSSIBLE.**
- d. Only persons with academic appointments at the level of instructor or above may offer 396 for credit.
- e. Students will prepare a written project proposal that presents goals and intended procedures. The proposal will include a general statement about a final report, e.g., the items to be covered, approximate length. The proposal will be filed in the student's permanent academic file.
- f. At the end of the course, the instructor will write an evaluation of the student's final report and performance. This evaluation will be filed in the student's permanent academic file.
- g. Independent studies should include research, reading and active participation directed toward a problem. Independent Study is intended as an intellectual endeavor rather than just an extended observation or exclusively and experience-based.

