

Clarkson College

Request for Independent Study Approval Form

Instruction to Faculty: File one copy in the Director's Office of the Department offering the independent study course, give one copy to the student to present to the Registrar's office as permission to enroll, and keep one copy for yourself.

Student _____	Phone # _____
Major _____	SS # _____
Semester Independent Study will be earned: { } Fall { } Spring { } Summer	
Number of credit hours presently earned by Independent Study _____	
Independent Study Course Title _____	# of credits earned _____
Faculty sponsor for this Independent Study Course _____	

NOTE: An independent study is an exploration, under faculty direction into a particular area. It is not an "individualized" version of an existing course nor should it replace a required course. Not more than six (6) credit hours of Independent Study coursework may be applied toward completion of a degree. P/F grading is not available for Independent Study.

Overall learning objectives of this independent study (i.e., What will the student be able to do or know?)

Description of Independent Study plan, including milestones and timelines.

Description of outcomes (products or activities) through which student will demonstrate completion of objectives.

Grading methodology (List how the student's grade will be determined. Include percentage of grade each measure will equal).

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Faculty Sponsor Signature _____ Date _____

Director of Appropriate Department _____ Date _____

Vice President Signature _____ Date _____

INDEPENDENT STUDY PROCEDURE

PURPOSE: To Clarify guidelines for completing Independent Study Coursework for students.

COURSE DESCRIPTIONS:

(By arrangement: 1-6 credit hours)

Independent Study refers to courses concerning special topics arranged under the supervision of Clarkson College faculty. Students may pursue independent study if a faculty member is available to supervise the experience. The project of study to be pursued by the student must be approved by the Dean and the Vice President. An *Independent Study Form* must be completed and approved before students will be permitted to enroll in Independent study courses. All Independent Study courses are assigned letter grades. No more than six credit hours of course work can be pursued as Independent Study.

PREREQUISITES:

(NONE)

COURSE OUTCOMES:

The course outcomes are to be determined by the student and faculty sponsor and included in the Independent Study Proposal.

ATTENDANCE POLICY:

The student will be responsible for arranging for the necessary faculty-student meetings at a time mutually agreed upon.

STUDENT RESPONSIBILITIES:

The student

1. meets with advisor to ensure maximum number of credit hours has not been reached.
2. decides on a topic of interest.
3. secures a faculty sponsor.
4. negotiates the goals, outcomes, and grading system with the faculty sponsor.
5. completes an appropriate Independent Study Form that includes the topic, objectives of the study, and the agreed upon grading system.
6. submits the proposal (signed by the student and the faculty sponsor) to the Dean and to the Vice President for approval.
7. notifies the faculty sponsor once all signatures have been obtained.
8. follows the registration procedure by submitting a completed Drop/Add form and the completed, original Independent Study form to the Student Records office.
9. set up a meeting schedule and time line with the faculty sponsor (to be ongoing throughout the semester).

TEACHING STRATEGIES:

Faculty will use a variety of consultative strategies to guide the student.

GRADING AND EVALUATION METHODS:

To be determined by the faculty based on the nature of the Independent Study Topic.

****NOTE:**

According to the College handbook, an Independent study must receive a letter grade (A,B,C,D or F).