**INDEPENDENT STUDY POLICY AND GUIDELINES**

1. **OVERVIEW**

Independent Study (IS) is designed for students to pursue individual investigations and/or reading in an area of special interest, or to advance competencies in the major/minor area. Independent Study is initiated by the student and progresses largely unsupervised. Independent Studies involves extensive research, reading, writing, and/or creative work resulting in a major paper, presentation, work of art, or other learning outcomes agreed upon by the supervising faculty member and the student.

1. **POLICY**
2. Independent Studies may **not** be used to replace a course listed in the curriculum.
3. Independent Studies may **not** be used to fulfill any Core Program requirements.
4. Independent Studies may **not** be used to substitute for registering an internship, co-op, or field work/experience.
5. Independent Studies counting toward major credit must be letter graded.
6. Independent Studies must demonstrate significant emphases on academic involvements, activities, and outcomes.
7. To apply for an IS, students must have **junior or senior status, plus a grade point average of 2.0 or higher**.
8. Independent Studies are registered between one to four credits per study. ***Please note: using the standard for GWR Core classes when it is applicable, the ISC expects at least 4-5 pp. of writing per credit plus a detailed bibliography.***
9. Typically a student may carry only one Independent Study at a time. Two Independent Studies may be approved at the discretion of the Independent Study Committee.
10. If study abroad is part of the IS, an approval from the study abroad office must be attached to the application.
11. Any requests for exceptions to the Independent Study policy must be made to the Academic Standing Committee.
12. **APPLYING AND REGISTERING FOR AN INDEPENDENT STUDY – THE FOLLOWING PROCEDURE APPLIES**
13. Complete the ***Independent Study Application (ISA)***, i.e. the application form, which includes required signatures from the student, the advisor, the supervising faculty, and the department chair of the supervising faculty;
14. Complete a supplementary ***Independent Study Proposal*** as required on the application form;
15. A completed ***Independent Study Application*** including the ***Independent Study Proposal*** must be submitted to Independent Study Committee via the Registration and Records Office;
16. Independent Studies are not tied to the academic calendar; application deadlines are to be determined based on the completion dates of an IS. Registration for the spring semester begins in November and registration for the fall semester begins in April.
    1. For Fall and Spring semester registrations, the IS application must be submitted during open registration but no later than 4:30 pm on the 1st day of classes for the Fall/Spring semester in which it will be completed.
    2. Students who plan to register an independent study in the Summer or Winter term must submit their proposal to the Registration and Records Office at least two weeks before last day of the Spring or Fall semester prior to the Summer or Winter term.
    3. The Independent Study Committee does NOT meet during the Summer or Winter term; therefore, IS Applications submitted after the dates listed above will not be accepted or reviewed.
17. Following approval by the Independent Study Committee, the Chair of the Independent Study Committee will forward the ISA to the Office of Registration & Records during the official registration period for the semester during which it will be completed. **Independent Studies must be added during the regular course add period of each semester**. **Independent Studies will not be added to students’ schedules after the regular “add” deadline of the semester (i.e., 4:30pm on the 5th day of the semester).**
18. If not approved, the Chair of the Committee will either provide an explanation for denial or request for additional clarifications regarding the independent study before a final decision can be made.
19. **SPECIFICATIONS ON INDEPENDENT STUDY PROPOSALS (ISP) – THE APPLICANT MUST PROVIDE:**
20. A set of clearly stated objectives of the intended independent study;
21. Descriptions on how the objectives are related to the outcomes which are to be evaluated by the supervising faculty;
22. A detailed listing of the readings and activities to be performed, plus any resources to be included or used in the study;
23. A list of outcomes of the IS to be evaluated and explanations of the process that will be used to evaluate the outcomes.
24. A minimum of four pages incorporating items 1 through 4 above is required;
25. The ISP must be typed in standard size font 12, double spaced, with 1-inch margins on all sides of letter size paper.
26. **FEES**

Independent Studies registered in a ***Summer or Winter*** term are charged the tuition rate per credit. Independent Studies registered in ***Fall or Spring*** semesters are used to determine full-time, part-time or overload status. Part-time and overload credits are charged at the per credit hour tuition rate corresponding to the semester in which IS is registered.

**ELIZABETHTOWN COLLEGE INDEPENDENT STUDY APPLICATION**

**PLEASE READ THE “INDEPENDENT STUDY POLICY AND GUIDELINES” FIRST.**

**PLEASE NOTE:** Completed Independent Study (IS) Applications must be submitted to the Office of Registration and Records, Zug 210, on or before the time and dates listed below:

|  |  |
| --- | --- |
| **Independent Study to be Completed** | **Application Deadline (by 4:30PM on the following class days.)** |
| Spring or Fall semester | The 1st day of Spring or Fall Semester***.*** |
| Winter or Summer term | 2 weeks before last day of Fall or Spring prior to the Winter or Summer Term. |

**STUDENT INFORMATION**

Name: Click or tap here to enter text. Class Standing: ☐JR ☐SR ID Number: Click or tap here to enter text.

E-mail Address: Click or tap here to enter text. Campus Box: Click or tap here to enter text.

Major: Click or tap here to enter text. Minor: Click or tap here to enter text.

Cumulative Grade Point Average (*Minimum of a GPA 2.0 Required*): Click or tap here to enter text.

**IS – RESEARCH PROJECT INFORMATION**

Title of Project: Click or tap here to enter text.

Supervising Faculty Member (*Print Name*): Click or tap here to enter text.

Course/Departmental Prefix (e.g. AC): 48X Number of credits (refer to Catalog): Click or tap here to enter text.

Academic Year and Semester the IS will be completed: Click or tap here to enter text. FA SP SU WI

Grade Scale:  Pass/No Pass Letter Graded Count toward major credit: Yes No

**INDEPENDENT STUDY PROPOSAL: A DETAILED DESCRIPTION AND EXPLANATION OF THE IS WHICH INCLUDE**

# See section IV of the Independent Study Policy and Guidelines for further specifications.

* 1. A statement of the Objectives of the IS project;
  2. A list of Readings, Resources, and/or Activities to be included and conducted;
  3. An explanation of the nature and process of Evaluation to be used.

**REQUIRED SIGNATURES (NOTE: DIGITAL SIGNATURES ARE NOT ACCEPTED)**

# Student: Date: / /

***Advisor: Date: / /***

# Supervising Faculty: Date: / /

***Dean (of Supervising Faculty): Date: / /***

# Independent Study Committee Chair: Date: / /

For Office Use Only:

Date Received in R&R: / /

Date Registered on Schedule: / /

Date Scanned/Sent to Committee: / /