

**CREDIT/NO CREDIT INDEPENDENT STUDY  
PROPOSAL**

Residential College

**PLEASE SUBMIT COMPLETED FORM TO BOAS**

Student's Name \_\_\_\_\_

UMID \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

I wish to elect Independent Study for the period \_\_\_\_\_ (term & year)

Class Standing: \_\_\_\_\_ Fresh \_\_\_\_\_ Soph \_\_\_\_\_ Jr \_\_\_\_\_ Sr \_\_\_\_\_ Credit Hours \_\_\_\_\_  
**RCCORE      205              205              305              405**

Instructor's Name: \_\_\_\_\_

Attach a sheet addressing each of the following (please number your answers):

1. Title of proposed study
2. Objectives of study
3. Rationale for Independent Study as opposed to regular course
4. Substance of course, e.g. readings, log or journal, research, etc.
5. Frequency of consultations with faculty advisor
6. Estimate of hours per week involved
7. Final product and basis of evaluation (paper, project, presentation, etc.)

NO INDEPENDENT STUDY SHALL BE ADDED AFTER THE THREE WEEK DROP/ADD DEADLINE

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***TO THE FACULTY SPONSOR:***

*Determination of credit hours for an independent study is at the discretion of the faculty sponsor. The project can be elected for fewer than four hours or credit can be reduced upon completion if the amount of work involved is not the equivalent of four hours of credit.*

*Independent study is simply graded Credit (CR) or No Credit (NC). A short written statement describing the project is required. You will receive a grade sheet at the end of the semester.*

**TO BE COMPLETED BY FACULTY SPONSOR:**

I think the project outlined is a reasonable one. I am willing to review the student's work on completion and to recommend whether or not credit should be granted.

\_\_\_\_\_  
(Instructor's Signature)

\_\_\_\_\_  
(Date)

## **I. Eligibility**

1. A limit of eight Independent Study courses (30 semester hours) may be accumulated toward graduation. This averages one such course per term, but no student is obliged to pursue such courses, and some may wish, on occasion, to pursue more than one such course in one term.
2. Students who have previously elected an Independent Study Course and have not yet completed it will be obliged to do so, or to withdraw, before beginning another. In special cases in which Independent Study courses are purposely arranged for periods of longer than one term, exceptions to this rule will be made.
3. Students not in good academic standing should discuss the matter of a possible Independent Study with an academic advisor.
4. First-semester freshmen are not eligible to take Independent Study Courses, except through the RC music program.
5. Students may not elect more than a total of 12 hours of Independent Study with the same instructor without permission of the Board on Academic Standing.

## **II. Procedures**

1. Every Independent Study course must receive the approval of a faculty sponsor qualified in the area of the project who will help with guidance and ultimately will certify that the work has been done. Faculty sponsors may include any member of the Residential College (including teaching fellows) or any other member of the University faculty with professorial rank. Sponsoring faculty must have a current appointment at the University. An Independent Study course cannot be started with a faculty member who has left. Persons outside the academic world having competencies may also serve as sponsors, but in such cases the co-sponsorship of some faculty member is required.
2. Before registering for an Independent Study course, a student must present to the RC Board on Academic Standings a written agreement signed by the faculty sponsor with whom the work is planned. Whether a prospectus of the studies to be pursued is required at that time is a matter to be decided between the student and his/her sponsor. Without firm agreements such elections will not be approved.
3. The student electing an Independent Study course, together with the faculty sponsor, will determine whether an essay or some other concrete product of the study will be presented at its culmination. The precise form of this substantive project will be decided by them cooperatively.
4. Students will not receive Independent Study credit for courses which are normally offered in the curriculum.
5. Independent Study courses may be elected for 1 to 4 hours. Typically, 1 credit requires 4 hours of student work per week, 2 credits require 8 hours of work, etc.