Independent Study - Undergraduate

I. POLICY:

Credit by independent study must be approved by the instructor and the department chair, in writing, prior to enrollment. The subject area to be studied will be determined by agreement between the student and instructor with the approval of the DC. The course numbers will be 199, 299, 399, and 499 for undergraduate credit; 599 for graduate credit.

II. PURPOSE:

The purpose of this policy is to define the procedures for and function of independent study classes.

III. DEFINITIONS:

A. **Department Chair (DC):** The ASU faculty member who acts as the administrative head of an academic program.

B. **Independent Study:** On-campus courses in which the student completes study in a subject area not offered in a scheduled course that semester. The scope of study is to be determined by the instructor with the agreement of the student.

C. **One Stop Student Services Center:** The consolidated service center of the business office, financial aid, registration, academic advising, etc. where students can conduct most university business.

D. **Registrar:** The college official responsible for keeping records of student enrollments, creation of courses, examination results, etc.

E. **Records Office:** The ASU Office responsible for assessing and maintaining student records.

IV. PROCEDURES:

A. A student seeking independent study will obtain an Authorization of Independent Study Form from their advisor or from the One Stop Student Services Center. Forms are also available online at www.adams.edu/onestop.

B. The student will ask the instructor to deliver the independent study course.

C. The instructor will attach a course syllabus or contract to the form. The syllabus or contract must minimally describe the requirements of the course, including the nature of the project/study, the intended learning outcomes, evaluation/grading procedures, and student requirements.

D. The student will submit the reason for taking the independent study course on the form.
E. Both the instructor and student will keep a copy of these documents.

F. The student will take the form to the department chair of the area in which the course resides for approval.

G. After receiving department chair approval, the student will take the form to the Records Office. The registrar will create the course, enroll the student, and mail a copy of the schedule to the student which reflects the independent study course.

V. RESPONSIBILITY:

A. The student is responsible for requesting independent study from an instructor and ensuring that the independent study form is completed according to the above procedures.

B. The instructor is responsible for determining the nature of the course and describing the requirements in detail in the syllabus or contract according to the specifications identified in Section IV. C. Procedures (above).

C. The department chair of the area in which the course resides is responsible for approving the independent study course and its syllabus/contract.

E. The registrar is responsible for ensuring that the appropriate course is created and the student is registered in it.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

May 22, 2006
April 5, 2007
Revised May 10, 2012
Revised November 13, 2013
Reviewed October 23, 2014

VIII. ATTACHMENTS:

Independent Study Approval Form
Independent Study Instruction Sheet

1. Student obtains an Authorization for Independent Study form from their advisor or the One Stop Student Services Center located in the Student Union Building.

2. Student takes the form to the instructor delivering the independent study. Instructor must attach a syllabus or contract between the student and instructor that describe requirements of the course. *If this request is being made after the add/drop deadline (census date), the instructor will also need to attach a reason for the late add.* The student and instructor each retain a copy of these documents. Student must fill out the reason for the independent study.

3. Student takes the form to the department chair in which the course resides for approval.

5. Following approval from the department chair the student shall take the form to the Records Office, RH 188. The Registrar will create the course, enroll the student, and mail a copy of the schedule to the student which reflects the independent study course.

04/13/2012
AUTHORIZATION FOR INDEPENDENT STUDY

STUDENT NAME

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
</table>

STUDENT IDENTIFICATION NUMBER

ARE YOU CURRENTLY AN ON-CAMPUS ASC STUDENT?

yes no (If not, please see our Office of Admissions before submitting this completed form)

Subject: _______  CRSE #: 199  299  399  499  or  599  Semester Hours: ______

(circle one)

Course Title: ______________________________________________________________

(30 character maximum)

Grade Mode: Normal or Pass/Fail (circle one)

Reason for Independent Study:

Requirements for Completion of the Study:
The instructor should describe the nature of the project/study and indicate the intended learning outcomes, evaluation procedures, and student requirements for the independent study. A contract between the student and the instructor describing these matters is attached to this form, as well as an explanation for the late add, if applicable.

Approved:_________________________  Student Signature  ____________  Date

Approved:_________________________  Instructor (Please Print)  ____________  Instructor Signature  ____________  Date

Approved:_________________________  Dept. Chair (please print)  ____________  Dept. Chair Signature  ____________  Date