

UNIVERSITY OF INDIANAPOLIS

OFFICE OF THE REGISTRAR

Application for Independent Study

All of the following information must be filled in before the class will be applied to the student's record.

All appropriate signatures must be obtained before approval is given.

This form must be completed and returned to the Office of the Registrar prior to the beginning of *each* semester in which the student is to be registered in an Independent Study.

Please Type or Print All Information Carefully

Last Name: _____ First Name: _____

Student ID #: _____

Major / Minor: _____

Class Name and Number or Topic: _____

Number of Credit Hours: _____

Start Date for Independent Study: _____ End Date for Independent Study: _____

Faculty Supervisor of Independent Study: _____

A proposal must accompany this application with the following information (see your faculty advisor for details):

- Statement of Purpose
- Procedure for the Independent Study
- Process to be followed
- Structure of grading for the Independent Study

All signatures must be obtained before the student will be registered

Faculty Supervisor _____ Date _____

Dean or Department Chair _____ Date _____

Independent Study Guidelines

Definition

An independent study is a course in which the student engages in individual or small-group projects. The projects may be of the nature of research or study in a selected area of interest. Approval of the supervising instructor and department chair/program director of the department in which the proposed study is to be completed is required.

Contact Hour Requirements

Independent study course sections contain a comparable number of contact hours and student-led learning hours as “regular,” classroom-based course sections (i.e., one hour/50 minutes of instructor contact and at least 2 student-led learning hours per week per credit hour). However, reduction in contact hours may be compensated by additional student-directed learning hours in an independent study course. For example, a 3-credit hour full term independent study course could entail 10 to 15 hours of contact time between the instructor and student across a 15-week term. Correspondingly, a 3-credit hour full term independent study course could require 120-125 student-directed learning hours throughout the term, which could include reading, writing and other activities that contribute to student learning as defined by the instructor.

Typology

Independent study courses may be categorized into the following types:

1. *A required independent study* is one that is required to fulfill a graduation requirement:
 - A required independent study is offered rarely and should meet the following criteria:
 - An existing section of the course is not available in the semester the Independent study is offered, or there is an unavoidable time conflict with another course required for the student’s graduation.
 - The department chair/program director, faculty advisor, and key advisor have examined the reason for the student not having taken the course during the previous scheduled semester(s).
 - An instructor has consented to supervise the required independent study.
 - The department chair/program director of the department in which the proposed study will be completed will submit a Google scheduling form along with the student’s name and ID number. The Director of Academic Scheduling will create the independent study section and register the student. The course section designation will be 99R (e.g., ACCT 212-99R).
 - *A required independent study does NOT require an Independent Study Application.*
2. *An elective independent study* is one that does not fulfill a specific graduation requirement but may be used as elective credit toward graduation.

- Types of elective independent study include:
 - Existing courses listed as electives or as recommended courses on a curriculum guide.
 - Study or research in an area that is not listed on a curriculum guide.
 - Exploratory study in a selected area.
 - Advanced study in a selected area.
 - Research-oriented project that requires establishing a hypothesis.
- An instructor must consent to supervise the elective independent study.
- An Undergraduate elective independent study that does not mirror a course which exists in the current UIndy catalog, will carry the course number “399” (e.g., ACCT 399, ENGL399), and graduate elective independent study course will carry the 599 course number. The independent study section designation will be 99E (e.g., ACCT 399-99E or ENGL 599-99E).
 - A 399 independent study course will require a completed Independent Study Application to be submitted to the Registrar’s Office along with supporting documentation listed on the application.
 - A 599 independent study will be submitted by the department chair/program director of the department in which the proposed study will be completed, via the Google scheduling form, along with the student’s name and ID number. The Director of Academic Scheduling will create the independent study section and register the student.