

## Guidelines for Independent Study Courses

**Once form is completed, please attach it to an email and send forward for signatures.**

Independent Study is a special course, not listed in the regular curriculum, in which the student designs a project and then pursues it under the guidance of an instructional staff member who serves as a consultant for the student during the course of study. Independent Study must be approved by the faculty member who will direct the student's work, the chairperson, and the Executive Director of Advising as the Dean's Designee. Anyone wishing to pursue an Independent Study must be a candidate for a degree at Appalachian or working toward teacher certification.

### GUIDELINES

1. An undergraduate student may take no more than 4 semester hours of Independent Study in any one term.
2. No more than 6 semester hours of Independent Study may be counted toward the undergraduate major, and no more than 3 semester hours for the minor.
3. Graduate students are limited by the Graduate Bulletin to a total of 6 semester hours of Independent Study.
4. A faculty member should direct no more than two different Independent Study courses in any one term.
5. These guidelines define policy in ordinary circumstances, although the department chairperson because of hardship or for some other extraordinary cause may make exceptions.

### APPROVAL PROCEDURES

1. The student will confer with a faculty member who may serve as the instructor of an Independent Study.
2. If the faculty member agrees to supervise the Independent Study project, the Independent Study Application (pg. 2) with a study outline or syllabus (pg. 3), is completed. Both elements of the application are presented to the department chairperson.
3. If the department chairperson approves, she/he will determine, in consultation with the faculty member, the number of semester hours credit for the project and attach/submit a Special Course Approval Form authorizing registration for the Independent Study. The proposal must then be approved by the Executive Director of the Office of Advising and Academic Support of the Beaver College of Health Sciences (101-A Leon Levine Hall).
4. After the student obtains the necessary signatures, the student is registered for the Independent Study, and a copy of the application and outline will be held in the Office of Advising and Academic Support



**INDEPENDENT STUDY OUTLINE**

**You may submit a course syllabus in lieu of completing sections I-V  
Student Signature Required**

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I. Course Description

II. Objectives of the Independent Study

III. Requirements (e.g., exams, research papers, & evaluation criteria to be used)

IV. Reading List

V. Schedule for Conferences

Student's Signature