

**OFFICE OF THE REGISTRAR
CEDAR CREST COLLEGE
INDEPENDENT STUDY**

- **MATRICULATED JUNIORS AND SENIORS WITH A DECLARED MAJOR MAY APPLY FOR AN INDEPENDENT STUDY**
- An Independent Study has the same status as any scheduled course in that it is for an agreed upon number of credits and scheduled meetings which must be completed within the semester.
- It is the student's responsibility to complete this form, with the necessary signatures, and return it to the Registrar's Office. Please refer to additional instructions on the back of this form. Your registration for the Independent Study will not be processed until the completed form is returned to the Registrar's Office
- Students who pay tuition on a per-credit basis will be billed at the current day rate per credit.
- REMINDER: 75% of work must be completed to apply for an incomplete.
- No more than 9 independent study credits may be used toward graduation.

Name: _____ Major: _____ ID# _____

Semester to be Taken (circle one): Fall / Winter / Spring / Summer Year _____ # of Credits for this Study: _____

Title of Independent Study Course: _____

Minimum # of meetings per semester (circle one): 7- 8 meetings – 3 crs. / 5 – 6 meetings – 2 crs. / 3 meetings – 1 cr.

Method of evaluation: _____

Reason for independent study: _____

Description: _____

Student: _____ Date _____ Advisor: _____ Date _____

Supervising Faculty: _____ Date _____

Dept. Chairperson: _____ Date _____ (The department of the Independent Study) *(please fill out info below)*

Cedar Crest Equivalent Course: _____ Meets Liberal Arts Req? _____ Which One? _____

Dept. Chairperson: _____ Date _____ (The department of the supervising faculty member)

Provost: _____ Date _____ Registrar: _____ Date _____

Student Guidelines for Submitting an Independent Study Proposal

An Independent Study can offer students a unique opportunity to pursue academic interests that go beyond the Cedar Crest College curricular offerings. Such work requires initiative, commitment, self-discipline, focused energy, and prior engagement and familiarity with the subject under study. It is not for everyone. A thoughtful approach to his application is an essential first step.

To help you identify reasons your Independent Study should be approved, please provide information about your Independent Study based on the following guidelines (please submit this information on a separate sheet). Feel free to include other information that you feel may be important.

Part 1

- What do you hope to accomplish? Please state your specific course objectives.
- Why do you want to pursue an Independent Study in this area?
- How does this Independent Study relate to your course of study? (Be sure to describe your prior engagement with the proposed area of study)
- How is it substantially different from the courses we already offer?
- When will you meet each week? Please be as specific as you can.
- How will the faculty member assess your work?

Part II

To the extent that you're able, please include anticipated reading, essays, experiments, research, presentations, etc. that you intend to include as part of your study. Where appropriate, an initial bibliography would be helpful.

Faculty Information

The purpose of an independent study is to enable a student to investigate topics not covered in depth in regularly scheduled classes. The instructor's role is for consultation, advisement and possible collaboration. Before proposing an independent study, the student should explore other avenues for receiving instruction or course credit including course offerings at other LVAIC institutions, course substitutions chosen in consultation with the advisor/department chair, proficiency exam or CLEP test. Foundation courses are not available through independent study. Junior standing with a declared major at the time the independent study will occur is required.