

Special Courses and Credit Programs

1. Independent Study Guidelines

a. Policy

Independent study is available to students who wish to explore a particular area of study outside a classroom setting. Projects must be carefully designed and directed toward a specific goal under the direction of a qualified faculty member who meets regularly with the student during the study. A faculty member may direct a total of two independent and directed studies during a given semester and three during a given summer.

b. Procedure

- (1) The student obtains an “Application for Independent Study” form for each project undertaken, obtains the required approval signatures, and writes a proposal according to the guidelines given on the application.
- (2) The student submits the signed application and a copy of the proposal to the Registrar’s Office.
- (3) The Registrar’s office reviews the application and if approved the student is registered for the course by the Registrar’s Office. One copy of the application is sent to the faculty member supervising the experience and another is retained in the Registrar’s Office. The third copy of the application is returned to the student confirming the registration.
- (4) Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

2. Directed Study Guidelines

a. Policy

Directed study is available to junior and senior students who need to complete a catalogued course at a time other than when it is offered. Each department has designated which courses may be offered by directed study. Each study must be done under the supervision of a qualified faculty member who will meet with the student from three to five hours per credit hour of the course. A faculty member may direct a total of two independent and directed studies during a given semester and three during a given summer.

b. Procedure

- (1) The student obtains an “Application for Directed Study” form for each course, obtains the required signatures, and returns the application to the Registrar’s Office.
- (2) The Registrar’s Office reviews the application. If approved, the student is registered for the course by the Registrar’s Office. One copy of the application is returned to the student and one is sent to the sponsoring faculty member.
- (3) Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

c. Rationale

To allow students to complete certain catalogued courses at times when they are not normally offered and to ensure that the proper amount of supervision is given to each student doing a directed study.