

**Georgetown College  
Graduate Education**

**Intent to Enroll in an Independent Study or Course by Arrangement**

Independent Study: Independent study courses allow for specialized study under the guidance of faculty members and are designed to individualize the academic program through significant learning experiences. Research or exploration of topics not currently addressed in catalog courses provides the basis for such study. Students should consult with their advisor for further information about these opportunities. Graduate students are limited to 6 semester hours of independent study.

Course by Arrangement: In rare instances, a student may need to take a catalog course outside of the listed class offering by making specific arrangements with a supervising professor. There must be extenuating circumstances for these arrangements to be approved (e.g., major illness which prevented the student from enrolling in a course during the semester in which it was offered, scheduling conflicts, etc.). Applications for a Course by Arrangement will be considered only in unusual circumstances, and require the approval of the Associate Dean for Graduate Education.

Students intending to register for an independent study or course by arrangement must complete this form. The form must be returned to the Associate Dean of Graduate Education before the student can register for the course, and (except under extenuating circumstances) no later than the week prior to the start of classes.

**DIRECTIONS: *Please Read and Follow Carefully:***

1. Identify a faculty member who is willing to supervise your project.
2. Design your Independent Study or Course by Arrangement in consultation with the professor who will be supervising the project. It is also highly suggested that the faculty member consult with the department chair during the development of the proposal. For a Course by Arrangement, adapt the standard course syllabus for an independent study format. Write a working draft of pages two and three of this form so that revisions suggested by your supervising professor may be incorporated in the final proposal.
3. TYPE your proposal on this form, or download the form and complete it in Microsoft Word.
4. Submit it to your supervising professor for review and approval (including a signature).
5. Make two copies of the completed proposal—one for you and one for your supervising professor.
6. Submit the original to the Associate Dean of Graduate Education.
7. The Associate Dean works in collaboration with the department chair. The proposal will not be accepted until it is approved by both the department chair and the Associate Dean.

**NOTES ON PROCESS:**

At this point, the Associate Dean for Graduate Education or his/her representative will review your proposed study. If the study is approved, you and your supervising professor will be notified via email. The Associate Dean may also ask for modifications in the plan to be submitted before approval can be granted. The Associate Dean may also reject the proposal in consultation with the department chair. You will be notified as soon as possible regarding the status of your proposal, normally within a week of the receipt of the plan in the Graduate Education Office.

**NOTES ON DEADLINES:**

Study proposals are due to the Associate Dean during the term prior to the intended study.

Proposals must be submitted not later than the week before the beginning of the term of the intended study. Because approval requires consultation with the department chair, early submission is recommended.

Proposals will not be approved by the Graduate Education Office after the end of the drop/add period for the term in which the study is to be completed.

<b>Intent to Enroll in an Independent Study or Course by Arrangement</b>	
Name:	ID:
Address:	Telephone:
Email:	Supervising Professor:
Program in which you are enrolled: <input type="checkbox"/> MA-no endorsement <input type="checkbox"/> MA-LBD <input type="checkbox"/> MA-Reading/Writing <input type="checkbox"/> MA-Alternative Certification <input type="checkbox"/> MA with Gifted & Talented Endors. <input type="checkbox"/> MA with ESL Endors. <input type="checkbox"/> MA with Instr. Tech. Endors. <input type="checkbox"/> Other	Term and year for the study: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer   20____  Total semester hours credit for the study: _____
<b>For Course by Arrangement: Why are you unable to complete this course as a regularly scheduled class?</b>	

**Academic Plan**

**(Use as much space as necessary to answer each question)**

**1. PURPOSE OF STUDY:**

*What are your specific objectives for this study?*

**2. REQUIRED ACADEMIC TIME:**

*Explain how the proposed independent study or course by arrangement will have an equivalent work load of a regular course. What activities (conferences, library research, laboratory research, reading, problem-solving, studio work, writing, etc.) will you undertake to meet your objectives? Provide the number of hours you estimate each activity will require over the course of the term.*

**3. MEANS OF EVALUATION**

*Indicate the criteria upon which your grade will be based. Please estimate the percentage of each category that applies to your study and provide a brief, but specific, description of each (e.g., a 50-page paper, ten journal entries of 250 words, nine laboratories, seven finished sculptures, etc.).*

- a)    %    **PAPER:**
- b)    %    **JOURNAL:**
- c)    %    **LAB/STUDIO:**
- d)    %    **EXAM: ORAL/WRITTEN:**
- e)    %    **OTHER:**
- f)    %    **OTHER:**

**5. APPROVALS (Please sign)**

**Supervising Professor:**

I approve the proposal as submitted and agree to supervise the study and provide the Office of Graduate Education with a summary evaluation of the student’s work at the end of the semester. I understand that my work on this project will entitle me to a compensation of \$200, in accordance with college policy for graduate student independent study.

\_\_\_\_\_

Supervising Professor

\_\_\_\_\_

Date

\_\_\_\_\_

Department Chair

\_\_\_\_\_

Date

Feedback from Department Chair, if appropriate:

**Associate Dean for Graduate Education:**

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Modification Required: The Associate Dean will approve this plan of study if you will make the modifications and/or additions specified on the attached sheet and submit them within five days in the form of a written statement. The statement must be signed by your supervising professor and attached to this form.

\_\_\_\_\_ Approved: The Associate Dean for Graduate Education approves this study as amended.

\_\_\_\_\_ Declined: The Associate Dean for Graduate Education will not approve this independent Study for the reasons specified on the attached sheet. The project will not be reconsidered.

\_\_\_\_\_

Associate Dean for Graduate Education

\_\_\_\_\_

Date