

Independent Study Proposal

Policy: Independent study opportunities are intended to enrich, augment or occasionally remedy deficits in a student's degree plan. The opportunity to study independently with a faculty member should be limited to students in good standing, who, in the faculty member's opinion, are able to organize their own studies, follow through with assignments and work independently with limited mentoring. Typically, these opportunities will be available only to juniors and seniors.

Only full-time faculty members are eligible to accept independent studies, and no more than 3 in a semester. Students are limited to no more than 3 credits of independent study in one semester; total of 6 during the BFA program.

There are no retroactive credits for independent study granted; no independent study projects may be started after the drop/add deadlines for registration.

INSTRUCTIONS: (To be completed in order.)

PART I is completed by the student.

PART II is completed by One Stop Student Services staff.

PART III & IV are completed together with supervising faculty.

PART IV is completed together with the Division Dean.

After completing PARTS I, II, III & IV, the proposal should be taken to the One Stop Student Services.

PART I – STUDENT INFORMATION (please print)

Last Name			First	Middle	CCAD ID
Address					Social Security Number
City/State			Zip Code	Phone	
Independent Study Proposal Title					Division / Major
Student Signature				Date	

PART II – One Stop Student Services - to be filled out by One Stop staff.

Division of Study AD AN FA FD ID IL IN LA MS PH

Semester/Year of Study Fall 200__ Spring 200__ Summer 200__

Credits of Ind. Study: 1.5 credits 3.0 credits

Independent Study will result in: _____ a letter grade _____ a Pass/Fail grade
Note: Student must initial. Decision may not be changed once student is registered.

Students are limited to no more than 3 credits of independent study in one semester; total of 6 during the BFA program.

Number of credit hours this semester without Independent Study
(More than 18.0 credit hours requires special permission from the Division Dean of appropriate Academic Division)
✓(An additional charge will be assessed per credit hour above 18.0 credit hours.)

Signature of Dean for override approval of more than 18.0 credit hours

Override needed? yes No

GPA: Current cumulative grade point average

Credit Hours

Junior/Senior

Completed/Earned Credit Hours & Degree classification/rank (Jr or Sr)

Records verified by _____ Date _____
(One Stop Student Services staff)

PART III – INDEPENDENT STUDY DESCRIPTION

NOTE TO THE STUDENT: Independent Study requires as much or more time than an equivalent course would require. The student is expected to do work which is of above average quality to pass the Independent Study. Please complete the following SUMMARY information in consultation with supervising faculty member. A more complete description may be required by the supervising faculty member.

Describe the purpose of this Study and include the following: the subject area to be investigated; it's relevance to program of study at CCAD; and the reason for taking an Independent Study rather than a related course.

Describe learning goals and how they will be accomplished; frequency and purpose of students/supervising faculty member meetings; nature and objectives of the written works and projects required for this Study; and any additional activities.

Describe how learning in this Study will be assessed, usually using more than one assessment method.

PART IV – INDEPENDENT STUDY APPROVAL SIGNATURES

Study will be applied as:

- Art Requirement _____
- Art Elective _____
- Liberal Arts Requirement _____
- Liberal Arts Elective _____

Supervising Faculty Member _____ Yes No _____
Must be full-time CCAD faculty Print Name

Program Chair / Division Dean _____ Yes No _____
Print Name

If not approved, state reason _____

(Any ID or IN major students, who want an independent Study to fulfill their internship credit before graduation, must have formally interviewed for an internship position/s and have been rejected a minimum of three (3) times.)

FOR REGISTRAR'S OFFICE USE ONLY:

- Study added to schedule
- New schedule sent to student

Processed by _____ Date _____