

APPENDIX

Leave of Absence Form

Independent Study Form

Grade Change Procedures

**SCHOOL OF SOCIAL WORK AND HUMAN SERVICES
DEPARTMENT OF SOCIAL WORK – MSW PROGRAM
LEAVE OF ABSENCE PERMISSION FORM**

Student Name: _____ Student ID # _____

Address: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Specialization: _____ Graduation Year: _____

Reason for Leave of Absence : _____

_____ Return Date: _____

Advisor Approval: _____ Date: _____

MSW Coordinator Approval: _____ Date: _____

Chair Approval: _____ Date: _____

APPROVAL OF CONTINUATION IN MSW PROGRAM

New program plan has been completed on (date): _____ (Please Attach)

2 year _____ 3 year _____ 4 year _____ Graduation Year _____

Specialization: _____

Advisor Approval: _____ Date: _____

MSW Coordinator Approval: _____ Date: _____

Chair Approval: _____ Date: _____

Dean of School of Graduate Studies: _____ Date: _____

STUDENTS ARE RESPONSIBLE FOR ADHERENCE TO ALL POLICIES RELATED TO A LEAVE OF ABSENCE AS NOTED IN THE GRADUATE SCHOOL CATALOG: (1) PAY A CONTINUOUS ENROLLMENT FEE DIRECTLY TO THE SCHOOL OF GRADUATE STUDIES or (2) MAINTAIN AT LEAST SIX CREDITS TOWARD THE DEGREE PROGRAM EVERY CALENDAR YEAR (A MINIMUM OF THREE CREDITS IN THE FALL AND SPRING TERMS RESPECTIVELY).

cc: Director of Field Education
Dean of Health & Human Services

SOUTHERN CONNECTICUT STATE UNIVERSITY

SCHOOL OF GRADUATE STUDIES

Application for Independent Study – Graduate

Check Appropriate Semester and Indicate Year

Fall Spring Summer A B C Year _____

Dept. Prefix _____ 600 for _____ Credits Section _____

A graduate independent study course requires a graduate level scholarship that is at least equivalent to the work required in regular graduate courses offered by the sponsoring department. Only matriculated students who have completed a minimum of nine credits of graduate work and have attained at least a “B” (3.0) average are eligible for independent study. Each independent study course must be approved as an academically sound component of the student’s planned program of study by the student’s advisor, the Department Chairperson, and the Academic School Dean. A completed form must be presented to the Registrar’s Office for scheduling before a student can register for independent study.

As a condition of approval, the Independent Study Advisor agrees to submit a student prepared, one page abstract of the independent study to the Registrar’s Office upon completion of the study. The abstract is a requirement of the Graduate School and is independent of any grading or reporting requirements established by the Independent Study Advisor or the Department.

Student’s Name: _____ Banner I.D.: _____

Independent Study Faculty Advisor’s Name: _____

Credits Completed: _____ As of Semester/Year: _____

Degree Program: _____ Department: _____

The following information is submitted to support my application for Independent Study.

A. Title of Study: _____

B. Justification for Independent Study format: _____

C. Study Description: (Attach on separate sheet)

Approvals			
_____ Student's Signature	_____ Date	_____ Independent Study Advisor's Signature	_____ Date
_____ Graduate Program Advisor's Signature	_____ Date	_____ Department Chairperson's Signature	_____ Date
_____ Academic School Dean's Signature			_____ Date
Records Office Documentation			
Application Received: _____ Date	Put in Course Schedule: _____ Date		
By: _____ Signature			

SOUTHERN CONNECTICUT STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
Directed Independent Study
Policies and Guidelines

I. INTRODUCTION

An independent study course provides an opportunity for students who wish to undertake a well defined research project. Independent Study courses are restricted to students of proven ability who have sufficient background in the subject to be able to work with intermittent faculty guidance. While students do perform their work under the guidance of a faculty member of their own choosing, they conduct the project in an independent manner without attending regular class meetings. Independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. Approval of an independent study course by the independent study advisor, the department chairperson, and the academic school dean attests to the academic value of the study and to the advisor's professional evaluation that the student has the ability to master a body of knowledge with minimal faculty guidance.

II. POLICIES

1. The independent study option is available only to students accepted to a planned program of study by the Graduate School.
2. Students and faculty sponsors are jointly responsible for defining projects and for justifying them as independent study projects.
3. The graduate thesis may not be written in connection with an independent study course (3 credits).
4. A student may not apply more than one directed independent study course (3 credits) to a planned program.
5. A typed or neatly printed *Application for Independent Study* with all required signatures must be received by the Registrar's Office before work begins on the independent study.
6. The student's final report on the independent study project becomes part of the official files of the department in which the independent study has been accomplished.
7. An abstract of the independent study must be prepared by the student, signed by the faculty sponsor and submitted to the Registrar's Office upon completion of the independent study.

III. GUIDELINES

1. The student requests faculty sponsorship through the department chairperson or graduate program coordinator. Faculty are free to accept or reject student independent study proposals.
2. Student obtains *Application for Independent Study* form from the Graduate Office.
3. Student and faculty advisor jointly prepare documentation for form. (It will be necessary to attach a separate page or pages to describe the study.)
4. After required approval signatures have been obtained, the application is submitted to the Registrar's Office.
5. The student and the faculty advisor meet periodically throughout the semester as necessary to help assure proper and timely progress of study.
6. By the end of the semester, the student submits a complete final report to the faculty advisor.
7. The instructor/faculty advisor submits a letter grade to the Registrar's Office and the abstract of the independent study, with his/her signature.

IV. OTHER

Departments, programs, and academic school deans may develop additional guidelines that must be followed by all students taking an independent study through that department. Certain eligibility requirements also may be established.

**Southern Connecticut State University
Grade Change Procedures**

I. Assumptions

- A) The award of grades¹ is the responsibility of the instructor of the course.
- B) A grade shall be changed only with the consent of the instructor of the course and with the approval of the appropriate academic vice president or Dean except for cases which are specified in this document.
- C) These procedures apply only to the change of a grade under conditions specified in section 4.2.2.2 of the Collective Bargaining Agreement. They may be implemented after a final grade has been submitted or after a request for a late withdrawal has been denied by the instructor, and any change may be upward or downward.
- D) These procedures may be implemented at any time during the academic year subject to II A below.

II. Procedures

- A) Grade appeals must be initiated on an individual basis. A student must submit a written and signed rationale to the instructor (no electronic submissions permitted) stating the reason for the grade appeal by the 3rd week of the semester² (called hereinafter the appeal semester) following the date on which a grade was awarded. Grade appeals for work during summer, winter and spring break sessions must be made according to the schedule for the next full semester. See the section on deadlines below. The student and the instructor shall then attempt to settle the matter.
- B) If it is impossible for the student to contact the instructor (with the help of the instructor's chair if needed), or if the student and instructor cannot reach an agreement, the student must report this to the instructor's chair or the program director (in the case of courses in interdisciplinary programs) by the 5th week of the appeal semester.
- C) If the instructor can be contacted, and the student and instructor disagree, the following shall take place:
 - 1. The chair/director, the instructor and student shall attempt to settle the matter.
 - 2. If the student, chair/director and instructor, are unable to reach an agreement, then the chair/director has until the 7th week of the appeal semester to convene an committee elected³ by the department (hereinafter called the Grade Appeal Committee or GAC) which shall, in consultation with the instructor and student, decide the merits of the complaint. See II F below. **THE DECISION OF THE GAC SHALL BE FINAL** and the GAC must reach its decision by the 10th week of the appeal semester.
 - 3. If the chair/director decides not to convene a GAC, the student may appeal this decision to the appropriate dean, but must do so by the 9th week of the appeal semester. The dean shall then decide to leave the grade unchanged or convene a GAC, which shall be elected by the department, by the 10th week of the appeal semester. See II F below. The GAC convened under these circumstances must reach its decision by the 13th week of the appeal semester. **THE DECISION OF THE GAC SHALL BE FINAL.**
 - 4. If the dean decides not to convene a GAC, the student may appeal this decision to the Academic Vice President, but must do so by the 12th week of the appeal semester. The Academic Vice-President shall then decide to leave the grade unchanged or convene a GAC, which shall be elected by the department by the 13th week of the appeal semester. See II F-below. The GAC

shall decide the merits of the appeal in consultation with the instructor and student. The GAC convened under these circumstances must reach its decision by the last day of the finals' week of the appeal semester. THE DECISION OF THE GAC SHALL BE FINAL.

5. The GAC shall make a decision with reference to the grade appeal following consultation with the instructor and student and with others whom it deems appropriate. The meetings of the GAC shall consist of GAC members, and others, only if invited by the GAC. A grade change may take place only when the committee decides that a palpable injustice has occurred. The GAC also makes certain that all procedures are followed at every stage of the grade appeal process. The GAC shall treat each student as a separate case, and provide a written rationale for each decision. The committee's decision shall be recorded in a written document signed by the committee members. The student and instructor shall be notified in writing of the committee's decision. If a grade change has been made, the registrar shall also be notified in writing. THE DECISION OF THE GAC SHALL BE FINAL.

D) If it is impossible to contact the instructor, the procedure in II C is followed omitting references to the instructor.

E) Deadlines and deadline extensions.

“By the 3rd week” means 3 weeks (21 calendar days) into the semester, starting with the 1st day of classes. Other deadlines are to be interpreted similarly. For compelling reason(s) the dean of the appropriate school may extend any deadline.

F) Structure of the Grade Appeal Committee.

The GAC shall consist of three department or program members, excluding the instructor, the chair, non-tenured faculty and those on leave. In cases of hardship (when not enough department/program members are available), the chair will follow the same procedures as those for convening a hardship DEC.

III. Amendments

(A) This document may be amended by two-thirds vote of the Faculty Senate with the concurrence of the University President.

IV. Interpretation

A) This section may not be invoked with respect to the interpretation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation of this Document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate or, failing to obtain agreement on an issue by this method,
2. by a committee consisting of one member selected by the Senate Executive Committee, one selected by the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide such an issue.

V. Implementation

A) This document shall take effect upon approval by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.