

APPLICATION FOR UNDERGRADUATE INDEPENDENT STUDY UNDER GUIDANCE

UNIVERSITY POLICY

Upper class students are eligible to apply for approval of independent study projects under guidance. Specially **qualified** freshmen and sophomore students may also be eligible. Freshmen and sophomores who believe they are eligible should confer with the appropriate department chairperson who will evaluate their eligibility. Students and their faculty sponsors are jointly **responsible for defining projects in detail and for justifying them as independent study projects for the credits requested**. Students are responsible for securing faculty sponsors (more than one sponsor may be needed), and for securing endorsement of their proposals from their advisors and from the appropriate department chairpersons. Faculty sponsors volunteer their services and are free to accept or to reject student independent study proposals at their discretion. **The application form**, properly signed by the individuals concerned, must be submitted to the Dean's office for review **no later than the official first day of classes each semester**. Projects must be completed by students and evaluated by sponsors who submit letter grades to the Records Office no later than the last day of the final examination period of the semester in which credit is sought. Since chairpersons are interested in student achievement and need to know more about the quality of student work and the extent to which their faculty members are involved, completed projects should be submitted to chairpersons for informational purposes. Projects will be returned to students after they have been examined by chairpersons.

Guidelines for students and potential sponsors in writing and evaluating proposals for independent study under guidance are outlined below.

Independent Study Under Guidance is appropriate when one or more of the following factors prevail:

1. The student has taken all of the regularly scheduled course work available in the field of interest in which pure specialization is desired; or
2. A topic for study is interdisciplinary and courses bringing together the desired elements in a specific configuration are unavailable; or
3. The University does not offer course work related directly to a proposed topic (which nevertheless falls within the purview of academic university study) but experts in the field at Southern Connecticut State University (or others) are available to advise and to supervise students under the aegis of faculty sponsors.

The number of credits requested should be considered carefully. The typical three credit-hour course in this University requires a minimum of 45 class hours, and several formal evaluations. Three credits of independent study should be no less demanding of student time and effort. Independent study must not be cheapened or demeaned by permitting it to become an escape route for those who seek to avoid hard and rigorous study. It should be noted that those students who complete honors theses and are rigorously examined by departmental committees on their work receive only three credits for their demanding and intensive studies. When available, departmental guidelines for the number of credits requested should be followed.

Students who are self-disciplined and are sufficiently inner-directed to follow a planned course of study with a reasonable minimum of faculty supervision will profit most from independent study. Faculty members should carefully assess students who ask them to sponsor independent study projects, considering the student's ability to plan and complete worthwhile projects, and the amount of time they, as sponsors, will have to make available to those students who require close supervision and direction.

Requests for subsequent change in the number of credits sought and substantial deviations from the approved proposals must be justified and approved by all parties to this application.

INDEPENDENT STUDIES AND W-COURSE CREDIT

The following policy shall govern approving Independent Study for W-course credit:

A student may take one Independent study as a W-course or one Internship, but only if the student has already taken at least two W-course at Southern. (Note: students may exceed the 3 required W-courses) Students may not take both an Independent Study and an Internship for W-course credit. Acceptance of Independent study for W-course Credit precludes acceptance of an Internship for W-course Credit. Internships must be approved prior and may NOT be submitted for post-hoc W-Course waivers.

When applying for W-course Credit, proposals must include complete the Independent Study Writing Application.