

# SOUTHERN CONNECTICUT STATE UNIVERSITY

## SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES

Application for Independent Study – Graduate

Check Appropriate Semester and Indicate Year

Fall  Spring  Summer  A  B  C  Year \_\_\_\_\_

Dept. Prefix: \_\_\_\_\_ Course: 600 Credits Section \_\_\_\_\_

A graduate independent study course requires a level of graduate scholarship that is at least equivalent to a traditional graduate course offered by the sponsoring department. Only matriculated students who have completed a minimum of nine credits of graduate work and have maintained 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 Faculty Sponsor, Graduate Program Adviser, the Department Chairperson, and the Academic School Dean.

**Please note:** 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. Handwritten forms will not be accepted

Student’s Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Faculty Sponsor’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 and Study Description (Attached on a separate sheet)

C. Signature Approvals:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Adviser's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic School Dean’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academic School Dean’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** It is the responsibility of the **student, project sponsor, and department chairperson** to make a file copy of this proposal for their records. The School Dean's Office will send a copy of page 1 to the project sponsor if the Dean approves the proposal. If the School Dean cannot approve the proposal as submitted, the Dean will contact the department. The faculty sponsor should notify the student of the need for revisions.

# SOUTHERN CONNECTICUT STATE UNIVERSITY

## SCHOOL OF GRADUATE AND PROFESSIONAL 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 faculty sponsor, 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 School of Graduate and Professional Studies.
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. An approved *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.

### 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 the *Application for Independent Study* form from the School of Graduate and Professional Studies (SGPS) website.
3. Student and faculty sponsor 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 by the Office of the School Dean.
5. The student and the faculty sponsor 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 sponsor.
7. The faculty sponsor submits a letter grade to the Registrar's Office.

### 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 additional eligibility requirements may also be established.

