

# **Independent Study Guidelines**

## **Upper Division Credit**

### **Bethany Lutheran College**

1. Independent study involves specialized work done outside and beyond the regular curriculum. It should not be used to provide credit for a course listed in the college catalog but taught outside the published academic schedule; for that rare occurrence, use the “Petition for an Extraordinary Course Offering” form.
2. An independent study course may be offered by each department that grants upper division credits. The course is recorded on the transcript by IND, prefixed by the department designation, for example, MUSCIND, RELGIND, PSYCIND etc.
3. The course can provide 1, 2, or 3 credits.
4. No more than 6 credits of independent study may be applied to the B.A.
5. Independent study is normally conducted as a tutorial, requiring a tangible assessment of the student’s project, in the form of a paper, project (e.g. a score), or exam.
6. To be eligible for independent study, a student must meet the following requirements:
  - a. The student must have successfully completed at least two courses in the department granting credit.
  - b. The student must be carrying a cumulative GPA of 3.0 in the department in which the independent study is done. In unusual cases a student may petition for waiver of this requirement.
7. An application for an independent study project will be worked out with the advisor and proposed supervisor. The application will include:
  - a. An assurance of eligibility according to the above Guidelines;
  - b. A written description of the study to be undertaken (1-2 pages);
  - c. An explanation of how the project will be assessed;
  - d. An estimate of the amount of time to be devoted to the project;
  - e. The credit value proposed for the project. (As a general guideline, credit will be granted in the following fashion; 1 credit = 45 hours of work/term; 2 credits = 90 hours of work/term; 3 credits=135 hours of work/term);
  - f. A timeline for the project’s major stages, and final completion.
  - g. Signatures of the student, the advisor, and the instructor who will supervise the study.
8. The proposal is to be filed with the Registrar and must be approved by the Dean of Academic Affairs before the course may begin.

# Independent Study Proposal

## Bethany Lutheran College

*Independent study involves specialized work done outside and beyond the regular curriculum. The student, academic advisor, and project supervisor should address their relevant boxes below (use extra paper if needed), then submit these documents to the Registrar. The Dean of Academic Affairs must approve this proposal before the study may begin.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Semester in which study is to be done \_\_\_\_\_

### Student: Description of the project

In consultation with your advisor and study supervisor, please prepare a description of your planned study, in 1-2 pages, and attach it to this form. The description should include sufficient detail to permit evaluation of the proposal, and should include at least the following information:

- a. A research question, or similar statement of the study's goal or purpose;
- b. The procedures to be undertaken;
- c. A description of the study's final product;
- d. A calendar timeline for the project's major stages, and final completion.
- e. An estimate of the total amount of time to be devoted to the project;
- f. An explanation of how the project will be assessed;
- g. The number of credits expected for the project. (Consider this general guideline: 1 credit = 48 hours of work/term; 2 credits = 96 hours of work/term; 3 credits=144 hours of work/term).

Student's signature: \_\_\_\_\_

### Student's academic advisor: eligibility for independent study and approval

By checking the boxes, affirm that this student is eligible to engage in this project.

- This student has completed at least two courses in \_\_\_\_\_ (the department granting credit for this study).
- This student's GPA in courses within the department granting credit is \_\_\_\_\_ (must be 3.0 or higher).
- At the successful conclusion of this study, this student will have applied a total of \_\_\_\_\_ independent study credits toward BA requirements (must not exceed 6 credits).

Signature approving this study: \_\_\_\_\_

date: \_\_\_\_\_

### Faculty member supervising the study:

I have assisted this student in planning this independent study, and agree to supervise and assess it.

Signature: \_\_\_\_\_

date: \_\_\_\_\_

### Reviewed by Registrar:

Signature: \_\_\_\_\_

date: \_\_\_\_\_

### Approved by Academic Dean:

Signature: \_\_\_\_\_

date: \_\_\_\_\_