



HIGH POINT UNIVERSITY

INDEPENDENT STUDY APPLICATION

Independent Study is a unique study experience, combining research and independent learning, defined in an agreement between the student and the sponsoring faculty member. An independent study cannot be used to replace an existing course.

The following components should be attached to this application

- Executive summary, including the title of the project, a description of the project, identification of the number of credits requested*, and a rationale for why this project is best accomplished as an independent study
- Syllabus for the course. The syllabus must include 3-5 student learning outcomes, identify the required readings (all production or performance independent studies require at least one significant reading that informs the final project), overview all assignments (all production or performance independent studies require at least one written assignment), and describe the expectations for each task.
- Transcript showing at least a 3.0 GPA
- Overview of all assignments and tasks and the approximate numbers of hours expected to be devoted to each task
- Work completion schedule
- Schedule of meetings with the supervising professor

**one academic credit hour is equated to least 45 hours of academic work*

Student Name: _____ ID # _____

Term of Request _____ Cumulative GPA _____ Expected Grad Date _____

Course Number _____ Credit Hours _____ Grading Option Letter Grade CR/NCR

Project Title _____

Faculty Supervisor _____

GUIDELINES

1. A particular Independent Study shall last for only one semester and any extension of time may be granted upon the consensus of the faculty supervisor, the department chair, and the Dean of the school/college.
2. The grade (CR/NC or letter grade) to be received for an Independent Study shall be decided prior to the formal beginning of the work. The grade is awarded by the supervising professor.
3. Normally, this program is recommended for Senior level students but is also available to other students who have shown exceptional academic maturity. First-term students may not enroll in an Independent Study.
4. Students must have a minimum of a 3.0 grade point average to enroll in an Independent Study.
5. Students may register for a maximum of four (4) Independent Studies with only one (1) Independent Study being undertaken in any registration period.
6. An Independent Study must be taught by a full-time faculty member.
7. The course will not be entered on the student's record until the Office of Student Accounts has received tuition payment.
8. All final projects must be turned into the department to be saved for at least three years.

APPROVAL PROCESS:

Each of the required signatures should be secured by the student in the order given. If the application is denied by any one of these persons, it is the responsibility of the student to notify the instructor who has agreed to supervise the Independent Study that the application has not been approved.

****Submit the completed application to the Registrar's Office (attention Brooke Lutz)****

	Print Name	Signature	Date
Advisor:	_____	_____	_____
Instructor:	_____	_____	_____
Chair, Course Department:	_____	_____	_____
Dean, Course College or School:	_____	_____	_____
Student Accounts:	_____	_____	_____
Office of Registrar:	_____	_____	_____