

Independent Study

APPLICATION FORM

OFFICE OF THE UNIVERSITY REGISTRAR



INDEPENDENT STUDY

A unique study experience, combining research and independent learning, defined in an agreement between the student and the sponsoring faculty member.

The following must be attached to the application:

- **Executive Summary**
 - Project title
 - Project description
 - Number of credit hours
 - one academic credit hour is equated to least 45 hours of academic work
 - Rationale explaining why the project is best suited as an Independent Study.
- **Course Syllabus**
 - 3–5 student learning outcomes
 - Required readings
 - Overview of all assignments and tasks
 - Description of expectations, including approximate hours expected for each task
- **Work Completion Schedule**
 - Timeline for completing assignments and tasks
- **Meeting Schedule**
 - Planned schedule of meetings with the supervising instructor

Additional Guidelines:

- Normally, this program is recommended for senior level students.
 - **First-term freshmen may not enroll**
- The student must have a **minimum of a 3.0 GPA**
- Must be taught by a **full-time faculty** member.
- The **grade issued** (letter grade or pass/fail) shall be decided at the time of application.
- An Independent Study may last for only **one semester**
 - Any extension of time will require approval from the appropriate individuals.*
- A student may take up to a **maximum of four (4)** Independent Study courses, where only one (1) may be taken during any given semester.

STUDENT INFORMATION

Student Name _____ ID Number _____

Expected Graduation Date _____ Cumulative GPA _____

Term of Request _____ Major _____

Course Name _____ Course Number _____ Credit Hours _____

Faculty Instructor _____ Grading Option: Letter Grade ☐ Pass/Fail ☐

Project Title _____

REQUIRED SIGNATURES

obtain signatures in the order listed

All **signatures** listed below are **required** and should be obtained in the order listed.

Paperwork (completed application, including all signatures & the executive summary, course syllabus, work completion schedule and meeting schedule) no later than the last day to add/drop for a given term to The Office of the University Registrar.

Following a final review by The Office of the University Registrar, the student will be registered for the appropriate course section.

Advisor – assigned faculty advisor

Date

Instructor – approved/agreed to teach course

Date

Chair, Department of Independent Study Course

Date

Chair of Student's Major Department

Date

Dean, College or School of Student's Major

Date

Student Accounts Office

Date

Office of the University Registrar

Date

Additional information regarding the Independent Study program may be found in the High Point University Undergraduate Bulletin*