Request for Approval of Independent Study

The Citadel adopts and adheres to the federal definition of a credit hour. For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. For a detailed explanation of the policy, please go to http://www.citadel.edu/root/images/Academic_Affairs/citadel%20credit%20hour%20policy.pdf.

While there are many ways to offer a student an Independent Study depending on one’s discipline, simply writing a paper that would be a normal assignment for a course cannot be the only requirement to grant three hours of credit; meetings with faculty members, outside reading lists, written assignments, oral presentations, experiments of various types, or other activities should also be part of an overall educational experience for the student, and these activities should be clearly articulated in the proposal.

Similarly, it makes sense that more rigorous standards should be used in crafting an Independent Study for graduate students. It is also important to remember that the primary reason for offering an Independent Study experience is that a student desires to learn more about a topic for which The Citadel offers no regular course. Under the current policy, 37.5 hours is the minimum number of hours needed to award three credit hours (50 minute classes that meets three times per week for a 15-week semester). We would encourage the supervising faculty member, along with the department head, to carefully review the proposals, particularly if students are the primary authors of the document, as they may not have a full understanding of the criteria or the process.

**INSTRUCTIONS:** This request for an Independent Study must be completed in full prior to the course being entered in Banner and the student being allowed to register. This form will be filed in the student’s permanent CGC record.

**STUDENT NAME:** ________________________________

**CWID:** ________________________________

**COURSE DESIGNATION:** _________ **SEMESTER:** __________ **YEAR:** __________
Please provide responses on a separate piece of paper.

ANTICIPATED CONTACT HOURS: __________
(Contact hours are equal to no less than 37.5 hours)

Please indicate a specific schedule of times when the faculty member will meet with the student to monitor progress (note: “periodic meetings” is not a sufficient description).

ACADEMIC PURPOSE OF THE STUDY:
An Independent Study is appropriate if a course covering the topic is not available, the topic is of a unique nature, and/or the nature of inquiry cannot be achieved in a traditional course. Independent Studies are not a mechanism for delivering material we routinely offer in regularly scheduled courses.

TOPIC TO BE INVESTIGATED:
What are the learning objectives for the Independent Study Experience?

METHODS OF INQUIRY:
A detailed description of the methods used to achieve the independent study are required.

INSTRUCTOR’S METHOD OF ASSESSMENT:
What methods will be used to assess the student’s performance and what are the criteria on which a final grade is determined?

Student’s Signature
Signature indicates approval of the contract specified above

Instructor’s Name (PRINTED)       Instructor’s Signature
Signature indicates approval of the contract specified above

Department Head Signature
Date

Dean CGC Approval
Date