



PROCESS AND PROCEDURES GOVERNING INDEPENDENT STUDIES

PROCESS

- 1 Approval of Independent Studies Proposals
 - A All Independent Studies proposals must be approved by the appropriate Associate Dean, the Senior Advisor for the project, and any other advisors. All advisors will be appointed by the Associate Dean.
 - B Independent Studies proposals must be fully approved before the student will be given permission to register for the course.
- 2 Conduct of the Independent Studies Project
 - A The student will execute the Independent Studies Project in accordance with the approved program and schedule.
 - B All changes in the program must be approved by the Associate Dean and all advisors.
 - C The Senior Advisor will have administrative responsibility for the conduct and execution of the project. He/she will be responsible for organizing formal reviews and evaluations.
- 3 Reviews and Evaluations
 - A Interim reviews of the progress of the project will be held in accordance with the approved program schedule. Additional reviews may be held upon the students request or the request of the Senior Advisor with the concurrence of the parties concerned.
 - B The final review for evaluation will be held in accordance with the approved proposal. The Senior Advisor will be responsible for organizing and conducting the final evaluation review. The Senior Advisor will be responsible for completing the proposal forms and for submitting the final grade to the Registrar.

PROCEDURES

- 1 Students wishing to engage in an Independent Studies project are to discuss their idea with the Associate Dean and a member of the faculty who will agree to be an Advisor for the project. If the idea is acceptable, the student will submit a formal proposal for the project. This proposal will be submitted in the proper format on the appropriate form (attached). The proposal is due the Friday before the add/drop deadline of the semester in which the student is registering for the Independent Studies Project. The proposal will contain the following information
 - A Student's name and local address.
 - B The





PROJECT SCHEDULE: (Include dates and requirements of interim and final reviews and presentation. Note that for each credit received, a student is expected to invest 45 hours over the course of a semester. Therefore, a 3-credit independent study carries an expectation of 135 hours total.)

Student	_____ Signature	_____ Printed Name	_____ Date
Senior Advisor	_____ Signature	_____ Printed Name	_____ Date
Other Advisors	_____ Signature	_____ Printed Name	_____ Date
	_____ Signature	_____ Printed Name	_____ Date
	_____ Signature	_____ Printed Name	_____ Date
Assoc. Dean	_____ Signature	_____ Printed Name	_____ Date