INDEPENDENT STUDIES
Policy and Guidelines
Gordon College

Policy

1. Independent study courses are custom-designed academic experiences which provide curricular enrichment and flexibility. To be eligible for such a course, a student must have:
   a. A minimum cumulative grade point average of 2.75.
   b. Shown promise or evidence of ability to succeed in independent study.
   c. Accumulated adequate background to support the area of desired independent study.
   d. Received approval of the supervising professor, the academic advisor, the department chair and the registrar.

2. Independent studies are considered for the following reason(s) only:
   a. Expansion of an existing course.
   b. Related topic not offered at Gordon.
   c. Research project.

3. Independent studies are full semester courses with varying credit. They may not be taken as quad courses.

Guidelines

1. Independent studies are not available in existing courses.

2. A maximum of eight credits for independent study may be earned toward a degree. Only Pike Scholars may exceed this limit.

3. Faculty are limited in the number of independent courses they may supervise, therefore all requests cannot be approved. An independent study is a privilege extended to the student by a consenting faculty member. It is not a given.

Deadline

Completed independent study applications must be submitted and approved no later than Tuesday of the first week of the semester (or in the case of summer enrollment, by June 1). They should be submitted well in advance of the deadline.

CAH/sj

7/22/00
REQUEST FOR INDEPENDENT STUDY

Instructions - Please read the attached definition and guidelines for independent studies. Complete this form and submit it to the Registrar’s Office by Tuesday of the first full week of the semester or, in the case of summer enrollment, by June 1. Obtain the necessary signatures. Incomplete forms will be returned and may not be resubmitted after the deadline. This form will serve as your registration for the course. Student and faculty member will receive a copy of the syllabus when the course has been approved.

Name______________________________________  ID#____________-___  Date___________

Major_________________________________  Semester to be Taken______________________

Cumulative G.P.A. (2.75 Minimum)_________  Circle Class:  FR  SO  JR  SR

1. Department through which the course will be taken __________________________________

2. Descriptive title of course ______________________________________________________

3. Number of credits requested _________ (2 or 4 credits; no quads)

4. Have you enrolled in prior independent study courses at Gordon? ______  Total credits_____

5. What background have you had to support the proposed topic?  (For additional space use back of form.)
____________________________________________________________________________

6. Complete and attach two copies of an approved course syllabus and obtain all approval signatures below:

Supervising faculty member__________________________________  Date____

Advisor(s)____________________________________________________  Date____

Department chair________________________________________________  Date____

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REQUEST APPROVAL/DENIAL

_____  Approved  - Your registration has been changed to reflect the increase in hours. Student Accounts will adjust your tuition. Check ACADEMIC CATALOG for tuition increase, if applicable.

_____  Denied  - Your request to take an independent study has been denied.

_____  GPA below minimum required

_____  Request submitted after deadline

_____  Incomplete form

_____  Other

CAH/sj  Registrar  Date
SYLLABUS FOR INDEPENDENT STUDY
Gordon College

Student_______________________________________________ Date____________________

Department      Number            Title

1. What are the objectives of the course?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. Describe the process by which you will complete the study.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3. Assignments: (if more space is needed, use separate sheet)

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4. Specify regular meeting times (day/time each week).

5. Approvals:
   Supervising faculty member____________________________________________________
   __________________________ Date ________________________________________

   Department chair_____________________________________________________________
   __________________________ Date ________________________________________

   Registrar___________________________________________________________________
   __________________________ Date ________________________________________

   JG:sd_____________________________________________________________________
   __________________________ Date ________________________________________