

INDEPENDENT STUDY PROPOSAL

Purpose

Independent Studies allow students in good academic standing to pursue learning outside the classroom. Independent studies may be done in areas not covered in a regular course, to extend study in areas previously taught, or other special circumstances.

Eligibility

- achieved a minimum 2.00 cumulative grade point average;
- completed a minimum of 16 credit hours at Franklin University;
- earned a grade of “B” or higher in a course in an area related to the study;
- secured the sponsorship of a faculty member; and
- filed the form with the appropriate Registrar’s Office by the end of the fourteenth week of the prior trimester.

Given the discipline and rigor involved, students may take no more than four credits of Independent Study per trimester. A total of eight credit hours of Independent Studies may count toward bachelor’s degree requirements and a total of four credit hours may count toward associate’s degree requirements.

Instructions

1. Student completes PART 1. ***Do not forget to indicate what type of grade (letter or Pass/Fail) the Independent Study will result in.***
2. Student forwards to a Student Services Associate to complete PART 2.
3. Student meets with Supervising Faculty member to complete PART 3.
4. Student obtains all approval signatures needed in PART 4 and submits the completed form to the Registrar’s Office by the fourteenth week of the prior trimester.

Registration

The Independent Study will be added to the student’s schedule once the completed form is received in the Registrar’s Office. A confirmation will be mailed to the student.

Cost

The cost for Independent Study is the same per credit hour as a class. (See bulletin for cost per credit hour breakdowns)

Franklin University Independent Study Proposal

Part 1- Student Information (*please print*)

Last name _____ First name _____

Address _____

City _____ State _____ Zip _____

Social Security number _____ Email _____

Phone numbers: Home _____ Work _____

Independent Study will result in: _____ **a letter grade** _____ **a Pass/Fail grade**
Decision may not be changed once student is registered.

Student Signature _____ Date _____

Part 2- Student Services Associate

Academic Status for Independent Study:

Term/Yr of Independent Study _____ Credit Hours for this Independent Study _____

Total number of Independent Study credit hours for this term _____

Total number of credit hours this term (exclude proposed independent study hours) _____

Total credit hours of all prior Independent Studies _____

Current cumulative grade point average _____

Prior or Prerequisite course taken _____ Letter grade _____

Academic discipline of Independent Study _____

Study will be applied as: _____ Major Area credit in _____
_____ General Education credit in _____
_____ Business Core credit in _____
_____ Free Elective credit in _____

I certify that this student is qualified to take Independent Study and that the above records are correct.

Student Services Associate _____ Date _____

Part 3- Independent Study Description

Note to the student:

Please complete the following SUMMARY information in consultation with the supervising faculty member. A more complete description may be required by the supervising faculty member and may be attached to this form.

1. Describe the purpose of this study and include the following: the subject area to be investigated; its relevance to program of study at Franklin; and the reasons for taking an Independent Study rather than a related course.
2. Describe learning goals and how they will be accomplished; frequency and purpose of student/supervising faculty member meetings; nature and objectives of the written works and projects required for this study; and any additional activities (problem sets, research, journal articles, etc.) that will be required.
3. Describe how learning in this study will be assessed, usually using more than one assessment method.

An Independent Study portfolio must be developed to include the evidence listed above, as well as the learning log and journal, if required. Independent Study of 3 or 4 credit hours must include a learning log and journal in which the student keeps a dated ongoing record summarizing readings, research, project development, contact with the instructor, etc. Exceptions must be stipulated in the proposal and approved by the appropriate Associate Dean. The log is optional for Independent Study of 1-2 credit hours.

Part 4- Approval Signatures

Approved

Supervising Faculty Member _____

Yes No

Program Chair _____

Yes No

Associate Dean/Dean _____

Yes No

If not approved, state reason _____

For Registrar's Office use only:

_____ Study added to schedule

_____ New schedule mailed to student

Processed by _____ Date _____

Course # _____