

# Independent Study (IDS) Guidelines and Request

**Students interested in completing an Independent Study (IDS) are required to do the following:**

1. Review the guidelines below.
2. Consult with their academic advisor and course instructor to formulate the IDS proposal.
3. Complete the attached request, and return the completed request to the Office of the Registrar.

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## **GUIDELINES:**

Independent Study (IDS) courses are available in very special cases, require a serious commitment by both the student and the instructor and are approved by the Dean of Academic Affairs. The course must be completed in one semester. The instructor must provide a course syllabus for the IDS to the Office of Academic Affairs, as well as to the student. Also, please note that a request for an IDS will not be approved when the course will be offered again before the student's projected graduation date.

SACSCOC policy requires Andrew College to follow the federal definition of a credit hour. The credit hour requires "not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks." Therefore, during the semester a 3-credit hour course requires 45 hours of direct faculty instruction and 90 hours of student work out of class. Additionally, a final exam must be administered before the student will receive credit for the course. The form must be submitted during the drop/add period for the term in which the IDS is to be taken.

## **ELIGIBILITY:**

Students have demonstrated the ability to work independently, have a cumulative grade point average of at least 2.5 and have received the approval of their advisor, an instructor for the course, the division coordinator, and the Dean of Academic Affairs. Consideration for the IDS is given only for courses not being offered during the semester when the IDS is completed.

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I have read and fully understand the requirements and guidelines of taking an Independent Study at Andrew College.

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**Student's Name (please print)**

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**Student ID No.**

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**Student's Signature**

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**Date**

I have read and fully understand the requirements and guidelines of taking an Independent Study at Andrew College, and approve of my advisee's request.

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**Academic Advisor**

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**Date**

I have read and fully understand the requirements and guidelines of administering an Independent Study for the above named student.

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**Instructor**

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**Date**



## Independent Study (IDS) Request

### STUDENT/Academic Advisor SECTION:

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Total # of Credit Hours enrolled for current term: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Expected Graduation Term:  Spring  Summer  Fall Year: \_\_\_\_\_

Requested Course for IDS				Justification for Request
Course Prefix	Course Number	Course Title	Cr. Hrs.	
				_____
				_____

\_\_\_\_\_  
**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Academic Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_

### INSTRUCTOR SECTION:

As the instructor administering the IDS, I acknowledge that a syllabus for the specific IDS course must be submitted to the Office of Academic Affairs, as well as to the student.

\_\_\_\_\_  
**Instructor** \_\_\_\_\_ **Date** \_\_\_\_\_

### FINAL APPROVAL/DENIAL:

\_\_\_\_\_  
**Division Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_  Approved  Denied

\_\_\_\_\_  
**Dean of Academic Affairs** \_\_\_\_\_ **Date** \_\_\_\_\_  Approved  Denied

**FOR OFFICE OF THE REGISTRAR USE ONLY:**  
Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_  
Verifications - GPA: \_\_\_\_\_ Credit Hour(s): \_\_\_\_\_