



# Adrian College

## Application for Independent Study (451)

*Registrar Office Use Only:*

Date Received: \_\_\_\_\_

Date Registered: \_\_\_\_\_

Independent Studies (451s) are intended to provide upper class students an opportunity for advanced research. They may not be used to satisfy Basic Educational Proficiencies or Distribution Requirements.

If the Independent Study is to be used as a substitution for a specific requirement within a department major or minor, the department chair must provide a written authorization for the substitution -- supervising faculty must attach the document when submitting the application and syllabus for the course.

### Student Instructions:

1. Verify that you are taking an independent study (451) course and **not** an individual study course.
2. Discuss your interest in completing an Independent Study with your advisor and confirm their approval.
3. Download and complete the application, sign it, save it, and then send it back to the Supervising Faculty. The Supervising Faculty will submit your completed application and the course syllabus using the Individual/Independent Study Submission form.

**NOTE: Applications are subject to approval. Approval is not guaranteed. Please complete and submit this application to your supervising faculty prior to the first day of the semester. Students completing an Independent Study are charged a \$250 per credit hour fee to their student account.**

### Supervising Faculty Directions:

1. Students interested in an Independent Study should be directed to download the form from the registrar's "resources" link on the webpage.
2. Inform the Chair of the department and the student's advisor of the student's intentions of applying for the Independent Study.
3. Prepare a syllabus for the course and go over it with the student. The syllabus must include the following:
  - a. Contact information
  - b. Course credit hours
  - c. Course description
  - d. Course goals
  - e. Material required for readings, projects, etc.
  - f. Grading scale
  - g. Assessment requirements for course
  - h. Calendar of events by week denoting meeting days and times
  - i. The appropriate HLC compliance statement according to the number of credit hours the course is worth.
4. Have the student sign and date this Independent Study Application after completing it.
5. Go to the Individual Study and Independent Study Application Submission link provided on the Faculty Resources Blackboard site. Answer all the required questions listed on the form, attach the Independent Study Application and the syllabus before submitting the form. By submitting the application and syllabus, you are confirming that you agree to act as the Supervising Faculty for the Independent Study. **Individual Study application must be received no later than 5 pm on the last day to add/drop a class.**



# Adrian College

Application for

**Independent Study (451)**

Semester: \_\_\_\_\_

\_\_\_\_\_  
Student Number                      First Name                      MI                      Last Name

Cell or Local Phone: \_\_\_\_\_

Local Address: \_\_\_\_\_

Course ID an # (ex. BIOL 451): \_\_\_\_\_ Course Title: \_\_\_\_\_

Credits: \_\_\_\_\_

Name of Supervising Faculty: \_\_\_\_\_ Name of Advisor: \_\_\_\_\_

### Please complete the following sections

1. Briefly explain the scope and purpose of your Independent Study Project:

2. Is this study being used to fulfill a course requirement for an Individually Designed Major (IDM)

Yes       No

3. Outline your plans for meeting with the supervising faculty member:

4. Explain how previous work or other study has prepared you for taking this Independent Study project:

5. Explain how this research experience is significant to your future academic and/or career plans:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*By signing above, I authorize Adrian College to charge \$250 per/credit hour to my student account. I also confirm that I have informed my advisor of my intention to register for this Independent Study.**

**Individual and Independent Studies  
are not approved if they are not  
HLC compliant.**

*Katie Rasmussen*  
Assistant Dean of Academic Affairs