

Student Information:

Student Name: _____ Student ID#: _____

Current Class Standing: _____ Cumulative Whitworth GPA: _____

Anticipated Degree Completion Date: _____

Email: _____

Instructor Information:

Instructor Name: _____ Home department: _____

Email: _____

How many Independent/Guided studies are you teaching this academic year? (Max of 6) _____

Independent Study Information and Policies:

As a way to further one's study in a topic, independent studies allow exceptional students to pursue an area of interest not covered in a standard course offering. The student creates the independent study, which includes the scope of learning, learning outcomes, assignments, and the final product to demonstrate learning. Independent studies are graded (A-F) courses. Independent studies are only taught during the traditional fall and spring semesters.

- The student must have a cumulative GPA of a 3.5
- A regular faculty member supervises the study
- The faculty member must arrange weekly, one-hour meetings at a fixed time to meet with the student
- Students may take no more than 12 credits of directed studies (not including internships) during their total university career and no more than one guided or independent study in a semester.

Students in a guided or independent study may not attend any course sessions of any course which they are not registered for, even if there is overlap in content.

Scheduled meeting times may not overlap with faculty instruction or student course enrollment.

Submission Guidelines and Disclosures

A completed application must be received by the registrar's office no later than 4pm on the posted registration deadline. Incomplete applications will not be processed.

All communications regarding your application will be sent to your Whitworth email and registration will be reflected in Self-Service.

The following items are attached:

- ☐ Syllabus (syllabi must contain all elements required by Academic Affairs)
- ☐ Grading scale
- ☐ Overload approval form (if applicable)

Independent Study Information

Course Prefix: _____ Credits: _____ (40-45 hours of work required for each semester credit)

Course number will be assigned based on student's class standing

Semester (circle one): Fall Spring Year: _____

Weekly meeting day, time and location: _____

Student Signature: _____ **Date** _____

Instructor Signature: _____ **Date** _____

Department Chair Signature: _____ **Date** _____

Dean's Office Approval:

Dean or Designee Signature: _____ Date _____

Total approved independent or guided studies for assigned instructor: _____

Administrative Processing:

- ☐ Processed
- ☐ Unable to process
- ☐ Returned for changes on: _____

Registrar's Office Notes:

Registrar's Office: _____ Date _____