

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) _____

Guided Study Information and Policies:

Guided studies are based on an existing course in the catalog, a student may request a guided study if the course may not be taken during the needed term or resolved in another manner. Guided studies are uncommon and treated as an exceptional privilege the student undertakes with the consent of a regular faculty member. The standards are equivalent to traditional course delivery. Guided studies are graded (A-F) courses. Guided studies are only taught during the traditional fall and spring semesters.

- The student must have a cumulative GPA of a 2.0
- 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)

Guided Study Information:

Regular Course Number: _____ Regular Course Credits: _____

(Course and credit information must match information listed in catalog)

Semester (circle one): Fall Spring Year: _____

Weekly meeting day, time and location: _____

Please explain the need for a guided study and why the student cannot take the regularly offered course:

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 _____