



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 this 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 faculty member supervising the Independent Study. The Supervising Faculty will submit your completed application to Academic Affairs. If you have trouble signing the document electronically, complete all the other sections, print the application, sign it, take a clear picture of it, and send the picture to the Supervising Faculty.

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 \$210 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 "Files and Links" tab near the bottom of the Registrar's Office's web page.
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. The HLC Credit Hour Policy document can found on the Faculty Resources Blackboard site (Forms/Info -> Independent Study folder).
4. Have the student complete this Independent Study Application and send it back to you.
5. Go to the Individual Study and Independent Study Application Submission link found on the Faculty Resources Blackboard site (Forms/Info -> Independent Study folder). 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 the Independent Study. **Individual Study applications 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 and # (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) (Y or N)? _____

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

4. Explain how previous course 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 \$210 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