



# Adrian College

## Application for Individual Study (I.S.)

Registrar Office Use Only:

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

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

Individual Studies represent courses which are a part of the normal Adrian College curriculum. They are offered on an individual basis, rather than in a traditional classroom setting on a schedule mutually agreed upon by the student and the supervising faculty.

Individual Study courses are expected to include substantially the same content and be of the same rigor as would the same course delivered in a classroom. In courses where interaction among students is a major part of the experience, other work must be substituted.

### Student Directions:

1. Verify that you are taking an individual study course. That is, a course that is offered at Adrian College as listed in the course catalog, but you are unable to take during a regular semester offering. **If you are taking a course that is not listed in the course catalog, please fill out an Independent Study application.**
2. Discuss your interest in completing an Individual 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 Individual 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 member.

**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 Individual Study may be charged a \$210 per credit hour fee to their student account.**

### Supervising Faculty Directions:

1. Students interested in an Individual 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 Individual 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 Individual 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 Individual 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 Individual Study. **Individual Study applications must be received no later than 5 pm on the last day to add/drop a class.**

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

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

Cell or Local Phone# \_\_\_\_\_

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

Course ID and Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Credit Hours:

Name of Supervising Faculty:

Name of Advisor:

**Note: In addition to regular tuition, a fee of \$210 per credit hour will be applied to your account. Waivers of the fee are approved only under the following circumstances: 1. Course time conflicts in courses required to graduate or 2. Courses not offered in a rotation that meets the student's schedule plan to graduate.**

Please provide brief answers to the following:

1. Explain why you cannot take this course during the regular time schedule:

2. Explain why taking this course as an Individual Study is necessary to finish your degree:

3. Explain how previous course work or other study has prepared you for taking this course as an Individual Study:

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 Individual Study.**

<p><b>Individual and Independent Studies are not approved if they are not HLC compliant.</b></p> <p><i>Katie Rasmussen</i> Assistant Dean of Academic Affairs</p>
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