



# 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 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 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.
4. Have the student sign and date this Individual 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 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.**

