



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 individualized 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 form.
2. Discuss your interest with faculty and seek their approval. Faculty will approve request by completing this form and attaching the syllabus for the course.
3. Return the completed form and syllabus to the Office of the Vice President and Dean of Academic Affairs in the Stanton Administration Building.

Faculty Directions*:

1. Fill out form as needed.
2. Attach a syllabus for the course that includes the following:
 - a. Contact information
 - b. Course description
 - c. Course goals
 - d. Material required for readings, projects, etc.
 - e. Grading scale
 - f. Assessment requirements for course
 - g. Calendar of events by week denoting meeting days and times
 - h. Statement of compliance with newly passed HLC/NCA student effort and credit hour policy.

*Failure to include any of the above will result in a rejection of the request and re-submission requirement.

3. Submit the form to the Department Chair for a signature and approval.
4. Submit the form to the Office of the Vice President and Dean of Academic Affairs.

Semester: _____

Student Number _____ First _____ MI _____ Last Name _____

Name Cell or Local Phone# _____

Local Address: _____

Course Dept. and Number: _____ Course Name: _____

Credit Hours: _____ **Note: In addition to regular tuition, a fee of \$150 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 complete the following (attach additional pages or supporting materials as necessary):

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 bachelor's degree: _____

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

Supervising faculty: Name _____ Signature _____

Student Signature: _____ Date: _____

*By signing above, I authorize Adrian College to charge \$150 per credit hour to my student account.

Department Chairperson Signature: _____

Submitted to VPAA Office on: _____ by _____

Vice President for Academic Affairs Initials Only: Fee Waived or Approved _____

A recent course syllabus must be attached for submission that includes requirements stated on previous page.

Vice President for Academic Affairs Signature as approval of course: _____