



**Adrian College**  
Application for  
**Independent Study (451)**

Registrar Office Use Only:

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

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

*Adrian College*

***Independent Studies (451) are available in most academic departments. They are intended to provide the upper-class student with an opportunity for advanced research and/or creative projects. Independent Studies 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.***

**Student Directions:**

1. Verify that you are taking an independent study course. That is, a course that is not offered at Adrian College as listed in the course catalog. If you are taking a course that is listed in the course catalog, please fill out an individualized 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 paperwork to Vice President and Dean of Academic Affairs. A department chair's signature is no longer required for this form.

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

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

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

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

Course Department: \_\_\_\_\_    Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Please complete the following (attach additional pages or supporting materials as necessary):

1. Explain the scope and purpose of your Independent Study Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Explain how previous course work or other study has prepared you for taking this Independent Study project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Explain how the project relates to your degree program and future plans: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervising faculty: Name \_\_\_\_\_    Signature \_\_\_\_\_

Student Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Submitted to VPAA Office on: \_\_\_\_\_ by \_\_\_\_\_.

*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: \_\_\_\_\_