



INDEPENDENT STUDY REQUEST

Independent study provides students with an opportunity to undertake a program of supervised reading, research, or artistic production not provided within existing courses. Independent study is open to undergraduate students who have attained junior or senior standing and have a cumulative grade point average of at least 2.50, and to graduate students who have a cumulative GPA of at least 3.0. Independent study courses must be sponsored by a member of the faculty in the department within which the study is being conducted, or by a person designated by the chair of that department. Clarke University academic transcripts include a notation to show courses taken as independent study (e.g., MATH 290 Ind. St.: History of Mathematics).

TO BE COMPLETED BY THE STUDENT

Name: _____

Are you a junior _____, senior _____, or graduate _____ student? (mark the answer with an X)

Number of total independent study courses taken at Clarke in the past _____
(NOTE: maximum of 3 courses may be counted toward a degree program)

Term when you plan to take the independent study _____
(NOTE: Only 1 independent study allowed per term)

Sign this form after your instructor has completed the next section and you have discussed the course details.

TO BE COMPLETED BY THE INSTRUCTOR

Instructor's Name _____

Department _____ Course No (e.g., 290, 590): _____

Title _____ Number of Credit Hours _____

Term _____ OR Start and End Dates _____ - _____

Rationale for the Request

Student Learning Outcomes (3 minimum)

Assessment Methods

Required Texts and/or Course Materials

Required Activities (e.g., number of meetings with instructor)

How Will the Independent Study Contribute to the Student's Academic Program?

Other Remarks

SIGNATURES (in the order indicated below)

1. Student's Signature _____ Date _____
2. Instructor's Signature _____ Date _____
3. Major/Program Advisor' Signature _____ Date _____

The department chair of the program offering the course submits the form to the appropriate academic dean after reviewing the request. If the request is approved by the dean, it is the department chair's responsibility to submit a contract request for the faculty member offering the independent study.

4. Department Chair's Signature _____ Date _____
5. Dean's Signature _____ Date _____

After evaluating the request, the dean will notify the final decision to all parties involved via Clarke email.