

INDEPENDENT STUDY REQUEST FORM

Calvin University provides the opportunity for students to do independent research or reading when they have demonstrated their competence in the academic discipline involved and have shown the ability to study on their own initiative.

The following regulations apply to all Independent Studies:

- ❖ Study must include substantial research or reading in an area not covered in the regular offerings of that department.
- ❖ It must be defined in advance of registration.
- ❖ It must be approved by the instructor directing the study, his/her department chair and the Registrar.
- ❖ It must be completed within the term.
- ❖ It must be subject to the supervision of the instructor during that term.
- ❖ When completed, the course must be given a regular semester **letter grade**.
- ❖ It shall carry credit of 1 to 4 semester hours.
- ❖ No more than 8 semester hours of such study may be applied toward graduation requirements.
- ❖ The material must not be the same as a course offered during the same semester unless there are conflicts which prohibit the student from taking the course.
- ❖ Because such projects require considerable time of the instructor as well as of the student, instructors are not obligated to approve an independent study and are expected to limit the number of students accepted.

Eligibility: To be eligible for an independent study in a department a student must have completed at least four courses in that department with a minimum grade point average of 3.3 in those courses. List below the courses completed and the grades earned.

_____/_____
dept. & number grade

_____/_____
dept. & number grade

_____/_____
dept. & number grade

_____/_____
dept. & number grade

Off-campus Independent Studies: If the independent study will be completed off campus the student must also fill out the pre-application for off-campus programs.

Is this Independent Study being completed off-campus? no ____ yes ____ (signature from off-campus programs required below if yes.)

Course Description: Describe the proposed project, including the research that will be done and the basis for determining level of achievement. Use reverse side if necessary. Be sure to list a title below.

Student Name _____ ID# _____ Class Level _____

E-mail _____

INDEPENDENT STUDY COURSE INFORMATION:

Dept. _____ No. 390 Term _____ Title _____ Sem.Hrs. _____
(Titles should be no longer than 30 characters)

APPROVAL:

Instructor Signature: _____ Printed Name _____ Date _____

Department Chair: _____ Printed Name _____ Date _____

Off-campus Programs: _____ ☐ Part of off-campus program ☐ In addition to off-campus program

Registrar: _____ Date _____