

INDEPENDENT STUDY PROGRAMS AT AUGUSTANA COLLEGE

Students at Augustana College may take up to 18 semester hours of credit through independent study in any one of the following ways:

TYPES OF INDEPENDENT STUDY:

1. Independent Scholarship: With the permission of the department involved, students may take any regularly offered course through independent scholarship. Course syllabus must be included with the proposal, as well as a statement of how the course will be tailored for independent work. (Use same numbering as regular course).
2. Independent Study: Each department in the College offers an independent study course each year, for which a student may propose a project to be completed through self-directed study. Course numbers 199, 299, 399, or 499 depending on the level of study.
3. Collateral Course: Students may propose a collateral independent study project which parallels any course they are taking in the regular manner. List as independent study.
4. Group Project: A group project for independent learning may be proposed by either students or faculty. List as independent study.
5. Directed Readings: An individualized, in-depth experience under the guidance of an instructor appropriate to the topic. Available to graduate students only.

PROCEDURE FOR REGISTRATION AND APPROVAL:

1. Declaration of Intent: This form should be filed at the Registrar's Office as part of a student's registration for the term. Prior to registering, the student should secure the signatures of the academic advisor, the project advisor, and the department chair, which indicate approval to pursue this independent study.
2. Course Proposal Form: This form outlines the details of the independent study. The student must file this proposal with all signatures, except the Registrar's, approximately two weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim and Summer). Please check the Registrar's academic calendar for the exact date. The Registrar's Office will forward the completed proposal to the Registrar for review and final approval. The course proposal form must be filled out fully and in detail to be considered. Poorly written or incomplete proposals will be returned for revision.
3. With departmental approval, independent study may be counted toward the major.
4. While a student may plan to complete an independent study project over more than one semester, the registration for the course must be completed at the time that formal approval is granted. This enrollment may be considered as one of the regular courses or as an overload. If added as an overload, the student must pay the regular tuition charges for overload credit. Any student who finds that it is impossible to complete an independent study project may withdraw from the course without grade penalty (a grade of "W" will be assigned) and without refund of tuition. A grade of IP (In Progress) will be assigned if the student has not completed the project by the end of the semester in which she/he has enrolled.

INDEPENDENT STUDY PROGRAM

Declaration of Intent

Student's Name: _____ ID Number: _____

Address: _____

Student Classification: (Please circle) Fr So Jr Sr Post College Grad Date: _____

Check one: Project on Campus _____ Project off Campus _____

Term of Registration: Fall____, Interim____, Spring____, Summer____, Year_____

Descriptive Title: _____ Cr. Hrs. _____

TYPE OF PROJECT	DEPT	COURSE #
_____ INDEPENDENT SCHOLARSHIP	_____	(Course Catalog Number) _____
_____ INDEPENDENT STUDY	_____	(Circle One) 199, 299, 399, 499, 599, 699
_____ DIRECTED READINGS: (Graduate Only)	_____	<u>650</u>

Briefly describe the proposed project:

The above student has my preliminary approval to engage in this independent study.

_____ Academic Advisor Date _____

_____ Project Director Date _____

_____ Department Chair Date _____

Instructions:

1. Please return this Declaration of Intent form to the Registrar's Office when registering for the term in which the independent study will begin.
2. The completed formal course proposal (attached) can be submitted later if you need to obtain additional details about your independent study. The course proposal form is due approximately two weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim and Summer). Please check due dates on each term's academic calendar.

INDEPENDENT STUDY PROGRAM COURSE PROPOSAL

This form must be filed with the Registrar approximately two weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim and Summer). Please check the Registrar=s academic calendar for the exact day. The Registrar will keep a copy for the student=s file and a copy will be returned to the Project Director.

Student=s Name: _____ ID Number: _____

Address: _____

Student Classification: (Please circle) Fr So Jr Sr Post College Grad Date: _____

Check one: Project on Campus _____ Project off Campus _____

Term of Registration: Fall _____ Interim _____ Spring _____ Summer _____ Year _____

Descriptive Title: _____ Cr. Hrs. _____

TYPE OF PROJECT	DEPT	COURSE #
_____ INDEPENDENT SCHOLARSHIP	_____	(Course Catalog Number) _____
_____ INDEPENDENT STUDY	_____	(Circle One) 199, 299, 399, 499, 599, 699
_____ DIRECTED READINGS: (Graduate Only)	_____	<u>650</u>

STUDENT INSTRUCTIONS:

On the reverse side are important questions about your learning project. The answers provide a learning contract describing the knowledge to be learned (objective), the process the student will use to complete the objectives (activities), and the evaluation system to be used by the instructor in assigning the grade.

For an Independent Scholarship experience, attach a current syllabus and note on this form how the study is to be individualized.

This student has my approval to engage in the independent study project below: (Please do not sign this form until the information required on the reverse side is completed to your satisfaction).

ACADEMIC ADVISOR: _____ DATE: _____

PROJECT DIRECTOR: _____ DATE: _____

DEPARTMENT CHAIR: _____ DATE: _____

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APPROVED

REGISTRAR: _____ DATE: _____

