

INDEPENDENT STUDY PROGRAMS AT AUGUSTANA UNIVERSITY

Students at Augustana University 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:** If a student cannot take a regular, catalog course when it is offered, with permission of the department involved, the student may complete this course through Independent Scholarship. An Independent Scholarship uses the same number as the catalog course, but is labeled section S. A course syllabus **must** be included with the proposal form.
2. **Independent Study:** Departments in the University may offer independent study courses, to be completed through self-directed study. Course numbers are 199, 299, 399, or 499 depending on the level of study.

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 their academic advisor and the faculty person overseeing the project, known as the IS Instructor.
2. **Course Proposal Form:** This form, to be completed by the student and IS Instructor, outlines the details of the independent study. The student must file this proposal with all signatures except the Registrar's, within two weeks of the start of the Fall or Spring semester (or by the end of the 5th class day for Interim and Summer). Please check the academic calendar for the exact due date. The Registrar will review the completed proposal for 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. An independent study project may be completed over more than one semester, but the registration for the course must be completed at the time the student begins the course. 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. 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 he/she has enrolled. The student has a maximum of one year to complete the course.

STUDENT INSTRUCTIONS

1. Please bring the completed Declaration of Intent Form to the Registrar's Office **when registering for your classes for that term.**
2. The complete, formal course proposal form and required attachments are **due 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.

PLEASE NOTE:

For an Independent Scholarship, a syllabus must be submitted with the proposal form.

For an Independent Study, answers to the questions listed on the form must be written out and attached to the submitted form.

AUGUSTANA UNIVERSITY INDEPENDENT STUDY PROGRAM

DECLARATION OF INTENT

TO BE SUBMITTED TO THE AUGUSTANA UNIVERSITY REGISTRAR'S OFFICE
PRIOR TO THE START OF THE SEMESTER

Student Name: _____ Augustana ID#: _____

Semester Credit Hours: _____ Descriptive Title: _____

Term: (ex: Fall 2018) _____ Augustana email: _____@ole.augie.edu

TYPE OF PROJECT		
Project	Department	Course Number
<input type="checkbox"/> Independent Scholarship		

Briefly describe why you are unable to take this course when it is regularly offered:

<input type="checkbox"/> Independent Study		(Circle One) 199, 299, 399, 499, 599, 699
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Briefly describe the proposed project:

REQUIRED SIGNATURES

Student Signature: _____ Date: _____

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

Academic Advisor: _____ Date: _____

IS Instructor: _____ Date: _____

IS Instructor Printed name: _____

AUGUSTANA UNIVERSITY INDEPENDENT STUDY PROGRAM COURSE PROPOSAL

COMPLETED FORM AND ATTACHMENTS DUE TO THE REGISTRAR'S OFFICE WITHIN TWO WEEKS OF THE START OF THE FALL OR SPRING TERM, OR BY THE END OF THE 5TH CLASS DAY OF INTERIM OR SUMMER

Student Name: _____ Augustana ID#: _____

Semester Credit Hours: _____ Descriptive Title: _____

Term: (ex: Fall 2018) _____ Augustana email: _____ @ole.augie.edu

TYPE OF PROJECT		
Project	Department	Course Number
<input type="checkbox"/> Independent Scholarship		

For an Independent Scholarship experience, **attach** a current syllabus.

<input type="checkbox"/> Independent Study		(Circle One) 199, 299, 399, 499, 599, 699
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Independent Study Grading Options (please check one): S/U ABCDF

STUDENT INSTRUCTIONS FOR INDEPENDENT STUDY

Answers to the following questions provide a learning contract describing the knowledge to be gained (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.

Answers to the following must be attached to this form.

1. **Outcomes of Student Learning:** List specifically what the student will/should be able to do/know at the end of the independent project.
2. **Activities:** List specific activities that the student will do that will enable them to accomplish the outcomes listed above.
3. **Evaluation/Assessment:** List specifically how the student learning outcomes listed above will be measured.
4. **Materials:** List specifically all the material (print, non-print, laboratory and so on) to be used in the project.

REQUIRED SIGNATURES

Student Signature: _____ Date: _____

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

Academic Advisor: _____ Date: _____

IS Instructor: _____ Date: _____

Registrar: _____ Date: _____