

**INDEPENDENT STUDIES**  
**Policy and Guidelines**  
**Gordon College**

**Policy**

1. Independent study courses are custom-designed academic experiences which provide curricular enrichment and flexibility. To be eligible for such a course, a student must have:
  - a. A minimum cumulative grade point average of 2.75.
  - b. Shown promise or evidence of ability to succeed in independent study.
  - c. Accumulated adequate background to support the area of desired independent study.
  - d. Received approval of the supervising professor, the academic advisor, the department chair and the registrar.
2. Independent studies are considered for the following reason(s) only:
  - a. Expansion of an existing course.
  - b. Related topic **not** offered at Gordon.
  - c. Research project.
3. Independent studies are full semester courses with varying credit. They may **not** be taken as quad courses.

**Guidelines**

1. Independent studies are not available in existing courses.
2. A maximum of eight credits for independent study may be earned toward a degree. Only Pike Scholars may exceed this limit.
3. Faculty are limited in the number of independent courses they may supervise, therefore all requests cannot be approved. An independent study is a privilege extended to the student by a consenting faculty member. It is not a given.

**Deadline**

Completed independent study applications must be submitted **and** approved no later than Tuesday of the first week of the semester (or in the case of summer enrollment, by June 1). They should be submitted well in advance of the deadline.

## REQUEST FOR INDEPENDENT STUDY

Instructions - Please read the attached definition and guidelines for independent studies. Complete this form and submit it to the Registrar's Office by Tuesday of the first full week of the semester or, in the case of summer enrollment, by June 1. Obtain the necessary signatures. Incomplete forms will be returned and may not be resubmitted after the deadline. This form will serve as your registration for the course. Student and faculty member will receive a copy of the syllabus when the course has been approved.

Name \_\_\_\_\_ ID# \_\_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_ Semester to be Taken \_\_\_\_\_

Cumulative G.P.A. (2.75 Minimum) \_\_\_\_\_ Circle Class: FR SO JR SR

1. Department through which the course will be taken \_\_\_\_\_

2. Descriptive title of course \_\_\_\_\_

3. Number of credits requested \_\_\_\_\_ (2 or 4 credits; no quads)

4. Have you enrolled in prior independent study courses at Gordon? \_\_\_\_\_ Total credits \_\_\_\_\_

5. What background have you had to support the proposed topic? (For additional space use back of form.)  
\_\_\_\_\_

6. Complete and attach two copies of an approved course syllabus and obtain all approval signatures below:

Supervising faculty member \_\_\_\_\_ Date \_\_\_\_\_

Advisor(s) \_\_\_\_\_ Date \_\_\_\_\_

Department chair \_\_\_\_\_ Date \_\_\_\_\_

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### REQUEST APPROVAL/DENIAL

\_\_\_\_\_ **Approved** - Your registration has been changed to reflect the increase in hours. Student Accounts will adjust your tuition. Check ACADEMIC CATALOG for tuition increase, if applicable.

\_\_\_\_\_ **Denied** - Your request to take an independent study has been denied.

- \_\_\_\_\_ GPA below minimum required
- \_\_\_\_\_ Request submitted after deadline
- \_\_\_\_\_ Incomplete form
- \_\_\_\_\_ Other

CAH/sj

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

**SYLLABUS FOR INDEPENDENT STUDY**  
**Gordon College**

Student \_\_\_\_\_ Date \_\_\_\_\_

**381**

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Department      Number      Title

1. What are the objectives of the course?

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2. Describe the process by which you will complete the study.

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3. Assignments: (if more space is needed, use separate sheet)

	Due Date	% of Grade
Written Work Assigned _____	_____	_____
_____	_____	_____
_____	_____	_____
Required Reading _____	_____	_____
_____	_____	_____
_____	_____	_____
Other Assignments _____	_____	_____
_____	_____	_____
_____	_____	_____

4. Specify regular meeting times (day/time each week). \_\_\_\_\_

5. Approvals:

Supervising faculty member \_\_\_\_\_

Date

Department chair \_\_\_\_\_

Date

Registrar \_\_\_\_\_

JG:sd

Date

