

Registrar's Office
45 S. National Ave.
Fond du Lac, WI 54935
(920) 923-7618 (920) 926-6708 Fax
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Independent Study Form

Independent Study at Marian University means a student's pursuit of learning in a course but outside the usual classroom setting. This description does not include term papers, problems, etc. assigned in regular course offerings. Independent Study courses may be undertaken as a related course to an existing one or an advanced course. It is not a parallel private course to a simultaneous group offering. To be considered for an Independent Study, students must meet the following requirements:

- Sophomore standing
- Cumulative GPA of 3.0 or above
- No more than one Independent Study per semester
- No more than four (4) will be counted toward graduation
- This completed form together with your approved written plan for the course must be submitted to the Registrar's Office prior to the semester of registration for the course. The plan, approved by your instructor, must include a statement of purpose, an outline of study, and description of methods.

Procedure:

- The student requests the Independent Study in consultation with the academic advisor and the faculty member concerned. Forms for requesting independent study are available in the Registrar's Office or through student forms in I.Q. Web. The form must be completed and approved prior to the semester of registration for the course.
- The student develops an outline of study and methods, broadly stating the purpose of the study.
- The faculty member who will direct the Independent Study examines the objectives, study outline, procedures, etc. as submitted by the student. His/her guidance can refine the student's proposal.
- Once the proposal for the study is completed, the amount of credit (1-3) is agreed upon. The outline of study, statement of methods, and all components of the proposal for Independent Study as submitted by the student must be written.
- The Dean/Division Chair must give final approval to the study proposal and amount of credit being granted.
- Regular periodic evaluation must be made by the director of the study. The study should be terminated as soon as suitable scholarship is not in evidence. A written report and/or examination are ordinarily required for the final grade.
- Work may be done off campus provided regular meetings are held with the director of the study.
- Independent Study is listed on the student record as a 414 course.

To be completed by student:

1. **Student's Name:** _____ **Date:** _____
2. Semester & Year of Registration _____ Current Cum. GPA _____
3. Major _____ Class Level: Freshman, Sophomore, Junior, Senior
4. How many credits have you earned in the subject area of this study? _____
5. Have you previously received credit for Independent Study? _____ If Yes, list the course and credits:

Course _____ Credits _____
Course _____ Credits _____
Course _____ Credits _____

Briefly explain why you are requesting this Independent Study:

To be completed by Instructor:

Your completion of this section indicates your approval of the student's plan and your willingness to supervise this Independent Study.

Subject (Program) _____ Course Number 414

Course Title _____ Credits to be granted (1-3) _____

Instructors Name _____

1. Does this Independent Study correspond to an existing, regularly offered course? _____ if so, give course number _____
2. Is this student's plan such that the study can be completed in the semester of registration? _____
3. Number of meetings to be held with student: _____
4. Does the plan include the number, types, and methods of evaluation to be used? _____
5. Will you require a written report and/or examination? _____

Required Signatures:

Student's Academic Advisor Signature Date _____

Course Instructor Signature Date _____

Dean/Division Chair of Course Signature Date _____

Date received in Registrar's Office: _____

Independent Study built into Section Schedule

Copies of this form sent to:

Student Record (original) Academic Advisor Instructor

Revision Date: 05/01/08