REQUEST FOR INDEPENDENT STUDY

See reverse side for guidelines and procedures.

Date ____________________

Name _____________________________________    ID#________________

GPA at WJU ______________  If approved, I plan to take this course ________________________ (Semester/Year)

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Number of Units</th>
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<td></td>
<td></td>
<td></td>
<td>($105/unit above block rate; TUG students)</td>
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<td>(SPS students, regular per unit price)</td>
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Description of Proposed Course and plan of action to complete the course: (use separate sheet if Necessary)

__________________________________________________________________________
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Please explain specifically and clearly the reason for this petition:

__________________________________________________________________________
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__________________________________________________________________________
__________________________________________________________________________

Student's Signature ___________________________ Date __________

Instructor's Signature ___________________________ Date __________

Petition Granted ___________________________ Petition Denied ___________________________

Official Signature ___________________________ Date __________
GUIDELINES:

A student seeking an independent study option must petition the Registrar and show cause why such a class is necessary. Valid reasons for approval of an independent study would include:

1. being blocked out of a required course because of changes in course schedules;
2. wanting to pursue advanced study in a field beyond what is normally offered;
3. needing a single unit of credit to meet some requirement when no unit classes are offered;
4. courses required in a degree program that are not being offered;
5. extenuating circumstances that make regular class attendance impossible or impractical.

The normal independent study class is two units, although three may be allowed in exceptional cases. Only 9 units of independent study can be allowed toward a degree program, with a maximum of six units counting for required courses.

Compute the quantity of work required in an independent study in this fashion:

Sixteen hours study experience* times number of units times assignment equivalent**

* Study experience may include seminars, workshops, reading, or other comparable instruction methodology.

** Outside classroom experience to in-class time usually follows this ratio: 1:1 for lower division courses, 2:1 for upper division courses, 3:1 for internships.

1. The underlying principle of an Independent Study course is that it is designed for qualified students to meet specific curricular needs that are not provided for by the regular course offerings.

2. Such courses are normally limited to upper division students (Junior/Senior) who have an overall grade point average of at least 3.0. (Does not apply to Summer Sessions)

3. Such courses can be entered upon only with the approval of the instructor involved and the Registrar. Proposals must include a full description of the plan of study, not just a title.

4. Such courses can be offered only by regular faculty members and should be taken only by regularly matriculated students. Students should be enrolled full-time.

PROCEDURES:

1. After reading the above guidelines, if the student believes he/she is qualified, the proposed topic of study should be discussed with the instructor and the advisor and the student should obtain the signatures of approval. This form must then be submitted to the Registrar for approval.

2. If approved by the Registrar, copies of this form will be sent to the student, the instructor, and the advisor.

3. Before instruction begins, the student must officially register for the course in the Registrar's Office.