

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)

Course number	Course Title	Instructor	Number of Units
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Description of Proposed Course and plan of action to complete the course: (use separate sheet if necessary)

Please explain specifically and clearly the reason for this petition:

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 one 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.

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.