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 ______________________________________ ($100/unit fee)

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 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 12 units of independent study can be allowed toward a degree program, with a maximum of six units counting for required courses.

Academic Standards Per Unit:
- Recommended 500 pages of reading
- Recommended 10 pages of writing
- Recommended contact hours with faculty – 1 hour.

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 be officially registered for the course through the Registrar’s Office. The course will have a $100/unit charge added at the time of registration.