

INSTRUCTIONS FOR PROPOSING AN INDEPENDENT OR DIRECTED STUDY

Independent study and directed study courses are rare and will only be approved in extenuating circumstances.

Students must check with Anderson Central before applying for an independent study in order to determine financial responsibility.

An **independent study** is a regular catalog course offered by a faculty member on an individual tutorial basis. A **directed study** is a course that is not in the catalog but one that deals with a topic appropriate to the Anderson University curriculum and is offered in response to a proposal from an individual or group of students. A student may request an independent study or directed study, but approval for such requests is not guaranteed and is dependent upon the academic qualifications of the student, the merits of his or her request or proposal, and the availability and willingness of faculty to direct the study.

POLICIES GOVERNING INDEPENDENT/DIRECTED STUDIES:

1. "Independent Study is approved only for students of **high ability and motivation**, inasmuch as it requires more time, concentration and initiative for successful completion" (Anderson University Catalog). A cumulative GPA of 3.0 will be required. **All requests for exception from the 3.0 cumulative GPA requirement must be supported by a logical rationale and approved by the College Dean and the Provost.** The same stipulations apply to directed studies.
2. Unless there are demonstrated extenuating circumstances, no course is to be scheduled for independent study during the semester or term while the course is offered as a regular classroom course.
3. Credit for an independent study is the same as the credit awarded for the course when it is offered in a classroom course. Credit for a directed study is variable, depending on the scope of the proposed study, and is determined when the proposal is approved.
4. A proposed independent or directed study must be approved **IN ADVANCE OF THE BEGINNING OF THE STUDY** by the instructor, the student's advisor, the Dean of the College in which the course resides, and the Provost. **Instructors are not to begin any instruction in an independent or directed study until they receive official notification that the tuition for the course has been paid.** Failure to follow this guideline may result in non-payment of the instructor for teaching the course and the student not receiving credit for the course.
5. The independent study student will be charged the Independent/Directed Study Tuition credit/ hour rate in accordance with the Tuition and Fee schedule as listed in the Catalog. No one, including University employees and their dependents, is exempt from this tuition charge. However, if the University deems that an exception to the published credit/hour rate is to be made, then both the Provost and the CFO must approve of the adjustment to the independent study tuition charges. Once the independent/directed study has been approved and the tuition has been paid, no refund of tuition will be made unless the faculty member is unable to fulfill his/her responsibilities for the course.

6. A part of the proposal is the specification of the date by which all requirements for the independent or directed study course are to be completed. A grade is to be submitted to the Registrar within 48 hours of the completion of the course. An incomplete grade is to be approved and subsequently removed according to the policies related to an incomplete grade in all other courses. (NOTE: An independent study must begin and end in the same semester.)
7. A student may not register for an independent study in which a grade of D or F has been earned.
8. An independent study cannot be used to repeat a course.
9. A student who wishes to register for an independent or directed study but is not currently enrolled in other courses at Anderson University, or who has transient approval from another university, must meet admission requirements of the University and complete all required forms in the Office of Admission.
10. It is the responsibility of the appropriate College Dean to determine whether a student is academically eligible to register for an independent or directed study, to determine which courses are appropriate, and determine which instructor is to be approached about directing the study. Directing independent or directed studies is not a requirement for faculty. Therefore, a student should understand that there is no guarantee to register for such courses. The student should also understand that he or she is not guaranteed a choice of an instructor for an independent or directed study.
11. The syllabus for an independent or directed study course must be developed specifically for the proposed study by the instructor who is to direct the study. It must contain dates and deadlines for assignments and other requirements that reflect the period of the study. A syllabus developed for a regular classroom course is unacceptable if it has not been adjusted to reflect the time frame approved for the independent study. An independent study course is to achieve the same objectives, to require the same amount of work, and to demand the same level of quality that is expected in a regular classroom offering of the course.



Student Application for Independent/Directed Study

Step 1: Student & Course Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AU Student ID	Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Prefix	Course Number	Course Title	Credit Hours

Step 2: Financial Responsibility Determination with Anderson Central

I have met with and understand the financial impacts of this request on my student account.

Student Initial: _____ Anderson Central Staff: _____

Step 3: What is your reason for requesting this course by independent/directed study?

Step 4: Instructor Use Only (The instructor must attach a copy of the course syllabus to this application.)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Beginning Date	Ending Date	Instructor Name (Please print)

Step 5: Approval (to be completed by the appropriate College Dean)

<input type="text"/>	<input type="text"/>	Approved: _____ Not Approved _____
Cumulative GPA	Total Credit Hours Earned	

Step 6: Fee Acceptance

Fee will be filled in by the Office of the Provost.

Independent/Directed Study Fee : _____ per credit hr. Total = _____

Additional course fees may apply.

The student will be charged the Independent/Directed study fee in accordance with the fee schedule listed in the catalog. Exceptions to this must first be approved by the Provost and then the CFO.

Provost (initial): _____ CFO (initial): _____

By signature, the student agrees to the charge for this course.

Student: _____ Date _____

Step 7: Required Signatures

Instructor _____ Date _____

Advisor _____ Date _____

College Dean _____ Date _____

Provost _____ Date _____

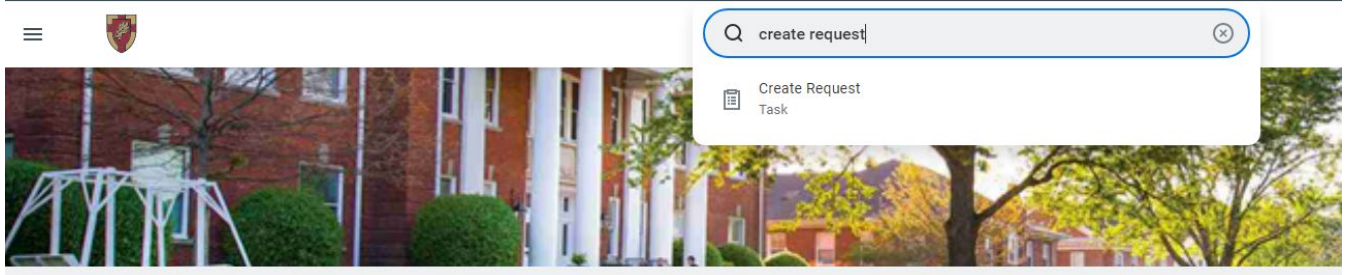
Step 8: Submission of Form

After all signatures are obtained, the student will upload the completed form to into Workday by creating a request for independent study (See instructions provided on next page). Once received through the Workday system, the Office of the Registrar will register the student for the course, and the system will forward verification to the appropriate individuals.

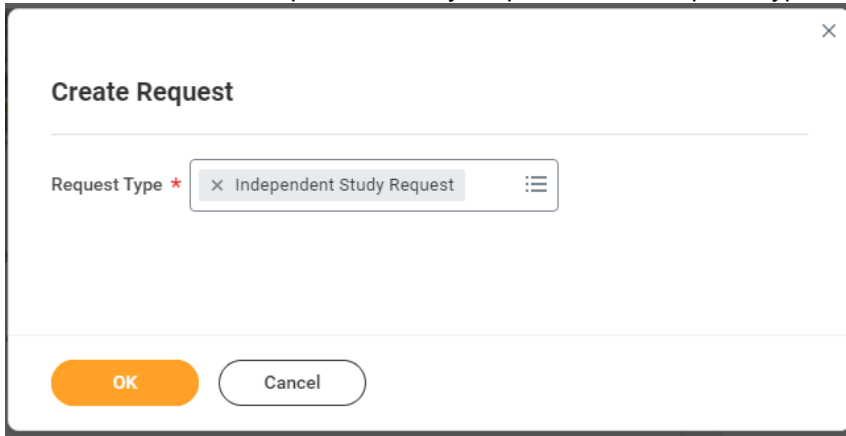
**INSTRUCTIONS FOR SUBMITTING AN APPROVED STUDENT APPLICATION
FOR INDEPENDENT/DIRECTED STUDY**

After all signatures are obtained, the student will upload the completed form to into Workday by creating a request for independent study. Once received through the Workday system, the Office of the Registrar will register the student for the course, and the system will forward verification to the appropriate individuals.

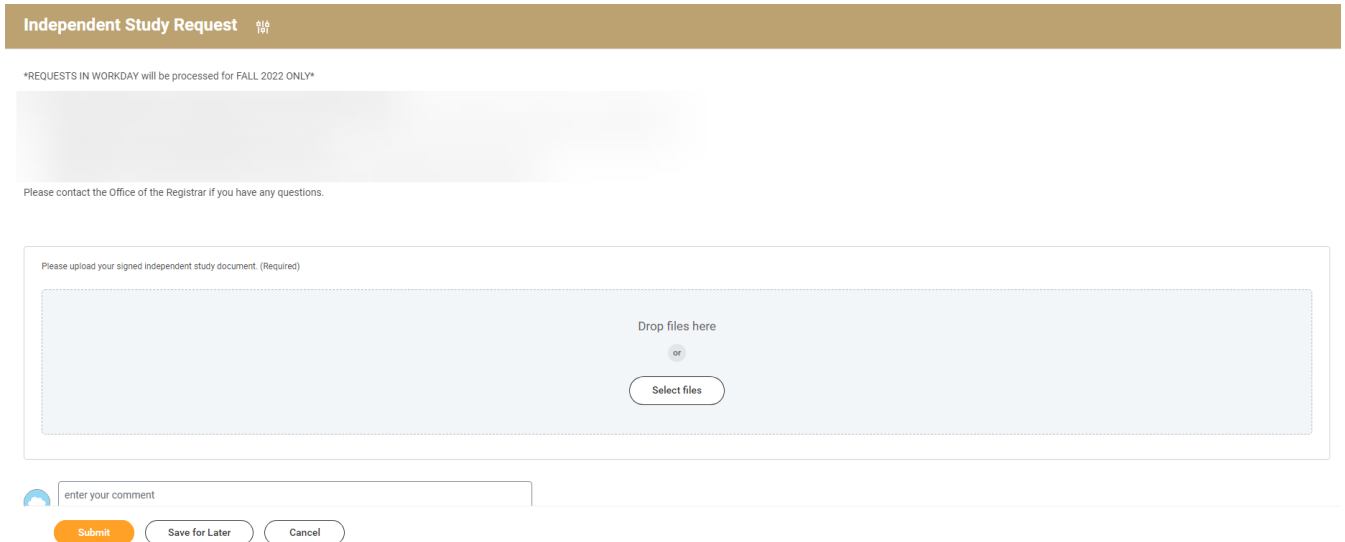
1. Log into Workday. Type “Create Request” in the global search bar. Click on “Create Request” in the search results.



2. Search for “Independent Study Request” in the Request Type field. Click OK.



3. Upload a scanned copy of the approved copy of the Student Application for Directed/Independent Study form. Click Submit.



The Office of the Registrar will register you for the independent study course. Anderson Central will assess the fees. You will need to pay the fees for the course before beginning the course.

4. Check your Archives in Workday to see the progress and completion of your request.

Inbox

Actions Archive

Sort By: Newest From Last 30 Days

Request Process : Independent Study Request : [redacted]
9 second(s) ago - In Progress: Multiple Parties

View Event Request Process : Independent Study Request : [redacted] ⋮

9 second(s) ago - In Progress: Multiple Parties

For Request : Independent Study Request : [redacted]

Overall Process Request Process : Independent Study Request : [redacted]

Overall Status In Progress

Due Date 08/06/2022

Calendars In Use Consecutive Days (No Calendars Selected)

Details Process

Request Request : Independent Study Request : [redacted]

Request Type Independent Study Request

Request Date 08/05/2022 09:45:39.731 AM

Requester [redacted]

In progress

View Event Request Process : Independent Study Request : [redacted] ⋮

2 minute(s) ago - In Progress: Multiple Parties

For Request : Independent Study Request : [redacted]

Overall Process Request Process : Independent Study Request : [redacted]

Overall Status In Progress

Due Date 08/06/2022

Calendars In Use Consecutive Days (No Calendars Selected)

Details Process

Process History 6 items

Process	Step	Status
Request	Request	Step Completed
Request	Approval by SR Assoc Registrar (BP Routing), SR Registrar (BP Routing), or SR Staff (Primary Tier 2)	Awaiting Action

Successfully Completed

Inbox

Actions Archive

Sort By: Newest From Last 30 Days

Request Process : Independent Study Request : [redacted]
4 minute(s) ago - Successfully Completed
You completed this item on 08/05/2022.

Request Process : Independent Study Request : [redacted]
4 minute(s) ago - Successfully Completed