



**INDEPENDENT STUDY COURSE INFORMATION:**

(Please attach a syllabus and, if necessary, use a separate sheet of paper to answer the following questions.)

**Other courses that will be taken simultaneously with the independent study:**

Course Title	Course #	Section #	Instructor

**Primary goal(s) of this independent study:**

**How does the independent study build on the student's previous coursework?**

**Will there be a reading list?**       Yes       No

**If so, what will it include?**

**Determination of the final grade will be based on: (Please give percentages for all applicable factors.)**

- 1) \_\_\_\_\_ % Student/faculty interaction
- 2) \_\_\_\_\_ % Annotated bibliography
- 3) \_\_\_\_\_ % Literature review
- 4) \_\_\_\_\_ % Early draft of paper
- 5) \_\_\_\_\_ % Final draft of paper
- 6) \_\_\_\_\_ % Other types of assessment (Please specify): \_\_\_\_\_

**How often will you plan to meet?**

**What will be covered at each session?**

**What are the deadlines for components of project and for the final completion?**

*Attach Additional Pages as Required.*

**CHESAPEAKE COLLEGE**  
Wye Mills, MD 21679

**INDEPENDENT STUDY APPLICATION PROCESS**

**Context:** There are two primary ways to process an independent study:

1. Students may request independent study for a course required for graduation that is not offered in a given semester. If no reasonable substitution is possible, the student and faculty member work together to complete the Request for Independent Study form and submit it to the Academic Dean.
2. When a course is cancelled due to low enrollment, a decision can be made to offer independent studies for enrolled students. In this case, tracking down students to initiate the request is unnecessary. The dean will notify the faculty member and process necessary paperwork. The instructor can then meet the first class and work out a plan that serves the needs of enrolled students, then submit the plan (the second page of the form only) to the dean.

**Process:**

1. Identify the need for independent study: see above.
2. Faculty and student(s) work together to complete the Request for Independent Study form. Course description and supporting materials should be attached to the form.
3. The form should be submitted to the office of the Registrar to verify eligibility. (This step may be completed by faculty or the appropriate dean.)
4. Faculty submit the Request for Independent Study form to the appropriate dean for completion.

**Deadline:**

- Application for Independent Study forms must be completed and signed by all parties prior to the start of the semester for which they apply.