



University of Lynchburg

INDEPENDENT STUDY & SPECIAL PROBLEMS REGISTRATION FORM SUMMER/WINTER SESSIONS ONLY

Instructions:

Determine desired area of study.

Develop draft proposal completing questions on reverse side of this form.

NOTE: all work for the course must be submitted no later than the last class day of the summer/winter session.

If this will be a regular course taken as an independent study, see regulation below and provide rationale for exception on back.

Contact the instructor in the appropriate program area and with his/her guidance revise proposal as needed.

Obtain signatures of approval from advisor, associate school dean or dean of the college, and associate provost and dean of general studies.

In order to enter course registration, take the approved form to the Office of the Registrar **All forms must be submitted prior to the beginning of the final summer term or winter term as appropriate.**

In order to complete registration, payment must be made to the Business Office.

Regulations:

- Courses offered in the current, proceeding, or following year cannot be taken as independent studies.
- If this is a regular course being taken as an independent study, a request for an exception must be provided and approved by the associate dean. If you desire this, provide the rationale for why your request should be granted an exception.

STUDENT INFORMATION (please print clearly):

Last:		First:	M.I.
Classification:	Birth Date:		Last 4 SSN:
Major:		Emphasis:	
Minor:		GPA (overall):	
COURSE INFORMATION			
Course Prefix:	Course Number:	Credit Hrs:	Academic Year:
Course Title:			Term: <input type="checkbox"/> Summer <input type="checkbox"/> Winter
Instructor Name (printed) :			Anticipated Completion Date:
Independent Study to substitute for:			
Course Number:		Credit Hours:	
Course Title:			
REQUIRED SIGNATURES – (Please print name beside signature)			
Instructor:			Date:
Advisor:			Date:
Dept. Chair:			Date:
Associate School Dean/College Dean:			Date:

PLEASE COMPLETE BOTH SIDES OF FORM

DESCRIPTION OF INDEPENDENT STUDY

Statement of the Problem or Area of Study: Provide a clear statement of what you intend to learn or solve. Be sure to include the necessary limitations to keep the problem within the bounds of the time and credit involved.

Rationale: Describe the significance of the problem and why you want to study it independently. Provide background information concerning how you came to select the problem and the influence you expect the outcome of the study to have on you as a student.

Plan for the study: State what you intend to do, the order in which you plan to do it, the products you expect to produce and any anticipated problems which you might encounter. Also indicate your expectations for input and involvement of the faculty member working with you. Complete the credit hour calculator.

Credit Hour Calculator: Please estimate the number of hours you will be academically engaged in the below categories:

	Hours
Preparation for study (including reading, low stakes assignments, completing interactive tutorial, computer assisted instruction, contacting/interacting with faculty member)	_____
Studying for tests hours (tests and exams)	_____
Other formal or graded assignments hours (excluding exams/tests)	_____
Experiential hours (e.g., student research, field work)	_____
Total	_____

Reference: 3 credit hours = 120 hours of student engagement

Evaluation Plan: Detail the criteria your instructor has agreed will be utilized in the evaluation of your work. Include any other information pertinent to the final evaluation.

Dates of Study: Indicate a start date and when you expect to finish the work.

Note to Instructor: Notify bookstore of course materials to be ordered.

ADDITIONAL REQUIREMENTS FOR INDEPENDENT COVERAGE OF REGULAR COURSE

Rationale for taking a regular course as an independent study:

Associate Provost and Dean of General Studies (Signature-**REQUIRED**):

Date: