

Application for Independent Study

York College of Pennsylvania

Independent Study Guidelines:

An Independent Study is a well-defined, individual research project supervised by a faculty member and completed without formal class meetings. These studies provide students with the opportunity to gain experience doing research, to work closely with a faculty mentor on a project within their discipline, and to gain academic credit for their work. Since such projects involve less formal teaching than regular courses; effective Independent Study experiences require an increase in student responsibility and initiative in the learning process.

ELIGIBILITY: Independent Study is available to matriculated students who have earned 60 or more credits and a minimum 2.5 cumulative grade point average at the time of application. Independent Study courses must be completed during one semester or in Summer Session II, and credit will be awarded only if this application is completed by the last date to add a course for the semester or the summer session. All tuition and fees must be paid according to published deadlines.

Application Information: (The student should **type** the following information)

Name: _____ Date: _____ ID Number: _____

Local Address: _____ Local Phone: _____

Approval of Learning Contract: (The Faculty Supervisor should **type** the following information)

The Independent Study application should be completed by the student and approved by the faculty supervisor. A summary of the proposed Independent Study, which describes the objectives, activities, and evaluation format of the course, will serve as the learning contract between the student and the Faculty Supervisor. This summary description of the Independent Study should be attached to this application.

Course Code and Number: _____ Credits: _____ Semester Course will be Completed: _____

Approved By: _____ (Faculty Supervisor) Date: _____

Attach Summary Description of the Independent Study to this Application

Approval of this Application:

If the student has paid all appropriate tuition/fees for this course, the application and completed learning contract should be forwarded to the appropriate academic department office. If tuition/fees are due, the student should satisfy their financial obligations with the Business Office before requesting departmental approval of the application.

Department Chair's Approval of Application and Learning Objectives: _____
Department Chair Date

Department Dean's Approval of Application and Learning Objectives: _____
Dean Date

Once approved, this application will be forwarded to the Registrar's Office, and the Independent Study will be officially added to the student's schedule. Students will receive a copy of this application to confirm their registration for this course at that time. No academic credit will be awarded for the Independent Study unless this application is approved by the last day to add classes for the semester or summer term. Applications reviewed by the Registrar without pre-payment of appropriate tuition will be returned to the student and the Independent Study will be cancelled. Any changes to the learning objectives must be approved by both the student and faculty supervisor.

Independent Study Learning Contract

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Learning Objectives

(What do you hope to learn from this experience?)

Learning Activities

(Explain your proposal in detail; use additional paper if needed.)

Evaluation

(How will the Faculty Supervisor evaluate and assess this project?)