INDEPENDENT STUDY POLICY
Independent study is one way Viterbo students can enjoy individualized learning. Independent study allows students to proceed at their own pace and take more responsibility for their own learning. Since independent study requires initiative and allows for considerable freedom, students should plan the proposed study carefully with help from the directing faculty. Students should outline the proposed plan of study on this contract and registration form. The same number of student/faculty contact hours as a regular course must be maintained. Students must complete the work of the independent study within the semester they register for the course. Over the course of their Viterbo University career, students may take a maximum of three (graduate)/six (undergraduate) credits of independent study.

Independent study courses may be of three types:
1. Directed study, research and/or readings in an area that is not included in the regular course offerings (transcript title is Independent Study.) The directing faculty member and student will discuss the appropriate collegiate level of the course, i.e. lower or upper division credit and will note such on the contract form. The student will register for the agreed upon 288 (undergraduate lower division), 488 (undergraduate upper division), or 588/788 (graduate) credit.
2. Departure from the regular credit value of a course (transcript title is Independent Study.) The directing faculty member and student will discuss the appropriate collegiate level of the course, i.e. lower or upper division credit and will note such on the contract form. The student will register for the agreed upon 288 (undergraduate lower division), 488 (undergraduate upper division), or 588/788 (graduate) credit.
3. The independent study of a course listed in the current university catalog. This is ordinarily undertaken only under special circumstances (transcript title is IS in front of the current course title.) A course may not be taken as independent study if it is listed in the current class schedule. Course number of 288 (undergraduate lower division), 488 (undergraduate upper division), or 588/788 (graduate) is assigned depending upon the lower division or upper division level of the course. A maximum of two courses may be taken through independent study.

This form must be completed and filed with the Office of the Registrar prior to the end of the first week of classes for the term of the independent study.

PLEASE PRINT

STUDENT NAME ______________________________________ ID ____________________

INDEPENDENT STUDY INFORMATION

FALL ___ SPRING ___ SUMMER ___ YEAR __________ NO. OF CREDITS _____
DEPT. ________________ GRADUATE (588/788) ___ or UPPER DIVISION (488) ___ or LOWER DIVISION (288) ___
TITLE _______________________________________________________________________________________________

IS THIS AN INDEPENDENT STUDY OF AN EXISTING VITERBO COURSE? ____ IF YES, COURSE ______________

DIRECTING FACULTY NAME ___________________________ DATE ________________
DIRECTING FACULTY SIGNATURE _______________________

I agree to the terms of this independent study and understand the work must be completed within the term of registration. _______________ DATE ________________
STUDENT SIGNATURE ________________________________

APPROVALS

___YES ___ NO ADVISER DATE ________________
___YES ___ NO DEPARTMENT CHAIR DATE ________________
___YES ___ NO DEAN DATE ________________

Please complete the information on the second page (or reverse side) of this form.
Answer the below, or attach an additional page.

LEARNING OUTCOMES FOR THIS INDEPENDENT STUDY:

FORMAT/LEARNING EXPERIENCE/ACTIVITIES:

SPECIFY HOW THE EQUIVALENT MINIMUM NUMBER OF CONTACT HOURS WILL BE MET (i.e. one credit is equal to 15 hours plus 30 hours of additional homework.)

EVALUATION/COMPETENCY DEMONSTRATION

THIS INDEPENDENT STUDY WILL BE GRADED: LETTER GRADE ____ or CREDIT/NO CREDIT ____

Section # ____ In Catalog? ____ If YES, same # of credits? ____