

INDEPENDENT STUDY

Independent study courses are intended to provide a unique experience for the student through the opportunity to work on an individual basis with a faculty member. These courses allow students to pursue academic interests not available in regularly offered courses. The following guidelines apply to independent studies:

- A minimum 2.5 cumulative GPA and completion of at least 12 credits are necessary to pursue an independent study.
- Independent study courses may not be taken pass/fail.
- Only one independent study project can be completed in a semester.
- Students may complete no more than two independent study projects while at NCTA.

The procedure for obtaining an independent study course should be initiated by the student. The student should make contact with the faculty member and arrange for the faculty member to supervise the project/course of work. The student and the faculty member will jointly decide on the number of credit hours to be awarded. The student may not receive more than eight hours of independent study work towards a degree at NCTA.

A written proposal must be submitted prior to seeking authorization to register for semester of study and must contain:

1. The purpose of the proposed study and why the arrangement is appropriate
2. The question or issue to be investigated and the general plan of attack
3. The outcome or result and the form anticipated
4. The standards and means proposed for interim, ongoing or terminal evaluation
5. Any unusual or special conditions relating to the character or the timing or supervision of the arrangement

Although the faculty member may require more written documentation, the above points should be outlined on the independent study form for signatures by the student, instructor, and associate dean. After the course has been approved and signed, a copy will be provided to the student and instructor.

APPROVAL FOR INDEPENDENT STUDY COURSEWORK

Name:

Date:

Number of credit hours:

Semester to be taken:

Year:

Attach a proposal that includes the following items:

1. The purpose and why the arrangement is appropriate
2. The issue to be investigated and the general plan of attack
3. The student learning outcome(s)
4. The standards and means proposed for assessment
5. Any special conditions relating to the timing or supervision of the arrangement

Approvals:

Student signature

Date

Instructor signature

Date

Director of Academic Services

Date

After obtaining student and instructor signatures, bring the form and proposal to the Academic Instruction Fellow for final approval.

Approval must be obtained prior to registering for the independent study. Registration can be completed by bringing the signed copy of this form to the Registrar's office.