

College of Engineering and Applied Science

Independent Study Policy & Guidelines

Introduction

Independent Study is an opportunity for students to earn academic credit for learning outside the formal class structure, under the individual direction of a faculty member. Independent Study is provided to fill an academic need of importance to the student that cannot be filled by the regular curriculum.

Policies/Eligibility

1. The College allows a maximum of 6 hours of Independent Study degree credit towards the BS, but major departments may be more restrictive. A maximum of 3 hours may be taken in any one semester. Prior written approval, via the College's Independent Study Agreement, is required prior to any initiation of course work.
2. For an undergraduate student to be eligible for Independent Study, a student should have completed a significant portion of his/her undergraduate studies with a very good GPA, and must have some relevant background knowledge and/or experience.
3. Independent study work cannot exceed 25% of the course work requirement for master's degree students.
4. Although the Graduate School prescribes no limit on independent study for doctoral students, major departments may be more restrictive.
5. Graduate level independent study may not be used as an avenue for allowing students to take undergraduate courses in the major department. The department may require a student to take undergraduate major courses as a means of making up deficiencies, but the student should be informed that credits generated in these courses may not be counted in the minimum number required for the degree, but are included in the cumulative GPA.
6. The student is required to complete and sign an Independent Study Agreement. The Independent Study Agreement must be approved and signed by the professor directing it, and by the Independent Study Coordinator in the student's major department. University policy states that only faculty members may sponsor Independent Study.
7. CCHE policy states that a minimum of 25 hours of work-time on the part of the student is required for each 1 semester hour of Independent Study credit.
8. Independent Study is to be enrolled for in the same time frame as all other courses.
9. Independent Study credit will be granted upon satisfactory completion of the project requirements as defined in the Independent Study Agreement.

Restrictions

University rules do not normally allow Independent Study credit for internship experiences, work-study or hourly pay work done in departments, or for work also compensated by a salary.

How to Enroll

The Independent Study may not be done retroactively. That is, the agreement for Independent Study is to be completed, signed, and approved by all parties prior to the initiation of the project, and no later than one week prior to the end of the registration period.

Completion of the Independent Study Agreement does not constitute enrollment in the course. After completion and approval of the Independent Study Agreement, the student must contact the undergraduate or graduate coordinator in his/her major department to be registered for the Independent Study course.

The Independent Study Agreement is on the front of this sheet.

College of Engineering and Applied Science

Independent Study Agreement

Name: _____ CU Student ID #: _____

CU email: _____ Local phone: _____

Major: _____ Class standing: _____

Degree pursuing: _____ Cumulative GPA: _____

Previous number of Independent Study hours earned in this major: _____

Previous number of Independent Study hours earned outside this major: _____

Faculty member: _____ Semester: _____

Course #/Section #: _____ Credit hours (1-3): _____

Description and goals of the proposed Independent Study:

Method of conducting and evaluating the Independent Study (for example, research and reading, written reports, regular meetings and discussions, final paper or report). Indicate any specific assignments and any dates when specific elements are to be finished:

Approvals:

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Unit Coordinator Signature: _____ Date: _____

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Completion of the Independent Study Agreement does not constitute enrollment in the course. After completion and approval of the Independent Study Agreement, the student must contact the undergraduate or graduate coordinator in his/her major department to be registered for the Independent Study course.

Policies governing this Independent Study are noted on the back of this form.