



ROCHESTER INSTITUTE OF TECHNOLOGY
Rochester, New York

College of Liberal Arts

INDEPENDENT STUDY

Course Number:	Student:
Title of Proposal:	Department:
Faculty Sponsor:	Student ID Number:
Starting Date*:	Date of Application:
Ending Date*:	GPA:

*Should coincide with academic quarters

This course will be used for Liberal Arts...

Elective: _____ **Concentration:** _____ **Minor:** _____

Dispersal of Credit

Fall 20 _____ **Winter 20** _____ **Spring 20** _____ **Summer 20** _____

Total Credit Hours _____

Note: Student must register for an Independent Study for each Quarter shown above.

Signature of Student: _____ **Date** _____

Approved by Faculty Sponsor: _____ **Date** _____

**Approved by Chair of Liberal Arts
Academic Department:** _____ **Date** _____

**Approved by Student's Home
Department:** _____ **Date** _____

**Approved by Associate Dean
of Liberal Arts College:** _____ **Date:** _____

Note: Five copies of the independent study proposal should be submitted with this form. Your independent study proposal must be written in three parts: 1) Objective, 2) Description of the Proposal, 3) Method of Evaluation.

Guidelines for Preparing Independent Study Proposals for Credit

I. Guidelines in terms of CONTENT:

- A. The Student should first discuss his or her Proposal with an instructor who is willing to sponsor it. Usually the student is not familiar with the proposal subject of study and so will require careful advising.
- B. The proposal will ordinarily require revision and re-writing before it is re-submitted to the faculty member for approval.
- C. The proposal should include:

1. A detailed Statement of Objectives:

That is, a list of the intended purposes or outcomes of this course of independent study; what the study will achieve as a result of this work. Each objective should be written in the infinitive form:

- e.g. “To acquire...”
 “To learn...”
 “To know...”
 “To discover...”
 “To develop...”
 “To create...”

In other words, this portion of the proposal should present the specific reasons why the student wishes to engage in this study in terms of the outcomes to be achieved by the student.

2. Description of the study to be undertaken:

That is, a detailed description of the project itself; the actual work to be done by the student and the role of the faculty member who is guiding this independent study. Here should be included whatever is pertinent of the following: the readings to be accomplished, the methods of study, the tasks to be done, the range of work, the regular meetings with the instructor, the research techniques to be employed, the written and other assignments. In other words this portion of the Proposal should present what is to be studied and how it is to be studied. A Bibliography in a standard form should accompany this portion of the proposal.

3. Methods of Evaluation:

No proposal will be considered to be in standard acceptable form unless it has these three sections as described above, under these three headings:

- 1. Statement of objectives
- 2. Description of study including bibliography
- 3. Methods of evaluation

II: Guidelines in terms of FORM:

- A. The Proposal should have as its cover sheet the form distributed by the College of Liberal Arts. Regular typing paper may be used for the Proposal itself.
- B. Five copies of the Proposal should be prepared.
- C. The Proposal should be typed. Hand-written Proposals cannot be approved.
- D. Standard English grammar, spelling, sentence structure, punctuation, and usage should characterize each proposal. Proposals with errors in any of these areas will be returned to the student for correction. Proposals notably deficient in any of these respects cannot be approved.

III: Deadlines:

- A. The student should submit the final copies of his/her Proposal, with the completed cover sheet which is to include the signatures of the relevant committee Chair and students department, to his/her Faculty sponsor by the **first day of the quarter** in which he/she seeks credit.
- B. The student should forward the copies of the Proposal, with the appropriate signatures and after the review of the academic committee, to the Associate Dean of the College of Liberal Arts by the **third day of the quarter**.
- C. The Associate Dean should approve the Proposal by the **fifth day of the quarter** and forward the signed copies to the appropriate offices and persons. If the Associate Dean does not approve the Proposal as presented it should be returned immediately to the academic committee Chairman and the Faculty sponsor.
- D. It will be a great help to all concerned if Proposals are prepared and presented well ahead of these deadlines. This will also help to avoid the risk that a Proposal will not be eligible to be registered for credit in the desired quarter.

IV. Registration of Independent Study Proposals for Credit:

- A. Once the approved Proposal has been given to the appropriate person for processing, the student's name will be added to the course automatically. The student should not add the course during the registration period. However, the student should indicate one of the following course numbers in the space provided on the first page of the Proposal:

0501-599, Independent Study - Criminal Justice
0503-599, Independent Study – Foreign Language
0504-599, Independent Study – Literature
0505-599, Independent Study – Fine Arts
0507-599, Independent Study – History
0508-599, Independent Study – Science Tech Values
0509-599, Independent Study – Philosophy
0510-599, Independent Study – Anthropology
0511-599, Independent Study – Economics
0513-599, Independent Study – Political Science
0514-599, Independent Study – Psychology
0515-599, Independent Study – Sociology
0516-599, Independent Study - Social Work
0521-599, Independent Study – Public Policy
0535-599, Independent Study - Professional Technical Communication

The following three courses should be used for professional credit only:

0521-799, Independent Study - Public Policy MS
0535-799, Independent Study – Professional & Technical Communication MS
0514-799, Independent Study – School Psychology MS

- B. Credit for Independent study may vary from, 1 quarter credit hour to 10 quarter credit hours. (The amount of independent work required for a student to earn 10 quarter credit hours in this way ought presumably to be double that required in a normal upper division Liberal Arts elective)

- C. In order to engage in an Independent Study project for credit, a student must have a **G.P.A.** of at least **2.7** at the time of application. The student's G.P.A. must be given on the cover sheet and will be checked with the Registrar's Office and by the Liberal Arts Dean's Office. This requirement is based on the assumption that worthy Independent Study requires previously demonstrated capacity to handle college level academic work with more than moderate success.
- D. If work on the proposed Independent Study is to extend beyond one quarter, the cover sheet should indicate how much credit is to be earned in which quarter or quarters. A grade must be assigned for each quarter in which credit is proposed. If the work is not completed in the quarter for which credit is assigned, a grade of Incomplete can be assigned for that quarter.
- E. Institute policy requires that Independent Study projects must be completed no later than the second full quarter following the quarter in which the Independent Study is taken. A grade of F will automatically be given to students whose study is not completed within that time. However, the instructor has the final responsibility for the student's grade and will use his or her judgement in such cases as when illness has delayed the completion of a program of Independent Study.
- F. Independent Study is not to be used as a replacement for Liberal Arts lower division courses, or service requirements; it may be used to replace Liberal Arts upper division electives.