

Guidelines for Graduate Independent Study Freed–Hardeman University

Independent Study is a program of learning that allows a student to explore his/her interest according to a learning style that differs from the classroom instruction approach. The guidelines listed below are to be followed:

1. Independent Study must not duplicate a regularly offered course listed in the catalog. It should provide for scholarly investigation of some topic **not** offered in the curriculum.
2. Independent Study is open to any graduate student who is in good academic standing.
3. The course numbering system for Independent Study will be 598, 698, and 798; preceded by the department or discipline designation under which the credit is earned. One to four credit hours may be earned under each number, depending upon the objectives of the study and extent of student involvement.
4. All courses taken under Independent Study are for degree credit and may count as elective hours toward degree requirements.
5. Grading may be conventional or “Pass/Fail” at the instructor’s option.
6. A student may initiate a request for an Independent Study. This request is made to the program director (or dean if there is no program director).
7. Consideration should be given to items such as:
 - a) The objective of the study
 - b) When and where the study is to be conducted
 - c) The availability of reading and resource materials
 - d) The number of credit hour(s) to be earned (1-4 hours)
 - e) Provision for meeting with the supervising faculty member during the study
 - f) Evaluate procedures to be used to assess student achievement
 - g) A descriptive title not to exceed 17 characters when abbreviated which will be entered on the permanent school record
8. After these items have been discussed and the program director or dean has been satisfied, a Graduate Independent Study Form must be completed as the basis for this recommendation.
9. When all requirements have been met, the instructor supervising the study will send in writing to the office of the registrar the grade the student is to receive.

**Graduate Independent Study
Request for Approval
Freed–Hardeman University**

Master's Degree in: _____

Student Name: _____ Date of Request: _____

Campus Box #: _____ OR Home Address: _____

Cell: (____)____-_____ FHU Email Address: _____@students.fhu.edu

Advisor: _____ Faculty Supervisor: _____

Course No.: _____ Number of Credit Hour(s) to be Earned: _____

Proposed Title of Study: _____
(not to exceed 17 characters)

Semester Study is to be Conducted: (SP) (SU) (FA) (circle one) Year: _____

Beginning and Ending Dates of Study: _____ to _____

(If additional space is needed, use the back or a separate attached sheet.)

OUTLINE OF STUDY: _____

COMPETENCIES SOUGHT: _____

TIMETABLE (tasks and dates to be completed): _____

MONITORING AND MEANS OF EVALUATION: _____

NOTE: If for any reason the student decides to drop the independent study, proper drop forms must be completed, signed, and sent to the associate vice president for instruction.

I understand and accept the policies governing this course, and I will follow the plan as outlined above.

Student Signature: _____ Date: _____

STUDENT SHOULD NOT WRITE BELOW THIS LINE

Approved by Faculty Supervisor: _____ Date: _____

I approve this study and agree to monitor the student's progress and assess the final grade.

Approved by Program Director: _____ Date: _____

Approved by Dean: _____ Date: _____

NO PAY TO FACULTY SUPERVISOR

CHARGES TO STUDENT: TUITION ONLY

Copies to: Student Registrar Dean Advisor Faculty Supervisor Program Director Office of Academics