

## **Guidelines for Undergraduate 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 undergraduate student who has completed a minimum of 30 semester hours **and** who has a cumulative GPA of 2.50 or higher.
3. The course numbering system for Independent Study will be 298, 398, and 498; 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 department chair (or dean if there is no department chair).
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 department chair or dean has been satisfied, an Undergraduate 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.

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

Student Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Major: \_\_\_\_\_ Campus Box #: \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ FHU Email Address: \_\_\_\_\_@students.fhu.edu

Advisor: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

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

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

Beginning and Ending Dates of Study: \_\_\_\_\_ to \_\_\_\_\_

***(To be completed by the Student and Supervising Instructor.)***

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

OBJECTIVES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROCEDURES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOURCES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MONITORING AND MEANS OF EVALUATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***I understand that the tuition for the above will be the same as regular classroom credit. The same rules also apply for course withdrawal and refund.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**STUDENT SHOULD NOT WRITE BELOW THIS LINE**

Approved by Supervising Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

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

Approved by Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**NO PAY TO FACULTY SUPERVISOR**