PETITION FOR INDEPENDENT STUDY

Name ___________________________ Advisor ______________ Date ______________

Course/Section No. ___________________________ Credit Hours ______________

Degree ___________________________ Major __________________________ _ For Term:________________________

Include the following in the space provided (or an attached sheet if necessary):

1) Topic for the independent study
2) Detailed description of the plan of study
3) Timeline for review of progress and completion of work
4) Specific description of the format of written report (see reverse for more details), or other suitable outcome as approved by all signatories
5) Information on how the independent study will be evaluated/graded

Faculty Project Director Requested ____________________________

Registration for Independent Study in JCA requires: (1) this form be completed by the student (see reverse for deadlines); (2) all required signatures; (3) a Permission Number for Registration.

_________________________________________ Project Director
signature

_________________________________________ Department Head
signature

_________________________________________ Associate Dean
signature

Copies: O Student O Department Secretary O Project Director
O Advisor O Permanent File

O Dean’s Secretary if Project Director is Adjunct, or for Summer Sessions

See reverse for Independent Study Guidelines.
JCA - INDEPENDENT STUDY GUIDELINES

1. The purpose of an independent study is to afford students an opportunity to enrich their college learning experience through the directed but independent study of material generally not covered in the classroom. An independent study project is, by definition, an academic undertaking essentially completed by a student working under a faculty member’s direction over the course of a single semester. The Project Director’s [i.e., Butler faculty member's] responsibility is to: (1) guide the student in the design and development of the study plan, (2) meet occasionally with the student to discuss progress made toward the goal(s) of the study and to answer questions, (3) evaluate the final documentation, and (4) submit a grade. In recognition of the vital role of the Project Director, Independent Study credit will not be granted for research conducted absent ongoing Butler faculty supervision.

2. Independent study proposals that closely parallel existing courses offered during a student’s residency at Butler will not normally be allowed. Any exceptions must be approved by the department head.

3. Not more than 6 hours of credit in independent study can be counted toward a JCA undergraduate degree. For music graduate students, independent studies may only be used to fulfill “General Music Elective” credit requirements and must be approved by the Director of Graduate Music Studies. Additionally, no more than one independent study is allowed per semester.

4. Students, in consultation with their advisor and department head, will select a faculty member to serve as Project Director. The student and Project Director shall discuss the exact nature of the proposed project and identify the credit level appropriate to the scope and extent of the project. General guidelines, which should be used only as indicators of work expectations, are as follows:

   - 1 credit hour: approximately 40 hours work  
   - 2 credit hours: approximately 80 hours work  
   - 3 credit hours: approximately 120 hours work

   - paper 1250-2500 words in length  
   - paper 2750-3750 words in length  
   - paper 4000-5000 words in length

5. The student must complete the form, obtain all required signatures, and submit it to the Department Chair before registering for the Independent Study. Deadlines for submission of proposals are as follows:

   - November 15 for a spring semester independent study
   - April 15 for a summer or fall independent study

Exceptions may be made in case of unexpected class cancellations, for students already enrolled in such classes. Otherwise, proposals received after these deadlines will not normally be accepted for review. Only after a proposal is accepted will a permission number be given for enrollment. Given the need for an a priori general vetting of the plan of study, Independent Study credit will not be retroactively granted for work previously completed prior to an authorized plan.

6. At the completion of the project, a written report must be submitted to the Project Director as substantiation of the student’s effort. This report can be in a format appropriate to the nature of the project as approved by the Project Director and Department Chair, though it will typically be structured as a standard research paper (see above for requirements on length). Other possible formats could include a videotape with summary paper (for a performance-based study), for example.

7. The Project Director must submit a copy of the completed work or representation of that work to the Department Chair for review, along with the grade earned for the work, before an official grade will be submitted to Registration and Records. A copy of the student’s completed work will then be placed in the student’s permanent file.

Approved by JCA department heads 10/97.
Amended and approved by JCA Executive Committee 7/07; distribution revised 7/08.