BUTLER UNIVERSITY • JORDAN COLLEGE OF THE ARTS

**PETITION FOR INDEPENDENT STUDY**

Name ID# Date

Course/Section Academic Advisor 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 (printed)**

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 seat opened for the student by the departmental administrator.

Project Director Date

 *signature*

Department Head Date

 *signature*

Associate Dean Date

 *signature*

*Copies:*  *Student*  *Advisor*  *Project Director*  *Department Administrator*

 *Permanent File*  *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:

A. guide the student in the design and development of the study plan,

B. meet occasionally with the student to discuss progress made toward the goal(s) of the study and to answer questions,

C. evaluate the final documentation, and

D. submit a grade.

In recognition of the vital role of the Project Director, Independent Study credit will not be granted for research conducted without 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 Studies. Additionally, no more than one independent study is allowed per semester, for any student.

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 paper 1250-2500 words in length

2 credit hours: approximately 80 hours work paper 2750-3750 words in length

3 credit hours: approximately 120 hours work paper 4000-5000 words in length

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

 November 30 for a spring semester independent study

 April 30 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 seat be opened to enroll the student. Given the need for an *a priori* general vetting of the plan of study, Independent Study credit will not be granted retroactively.

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 Head. It may be structured as a standard research paper (see above for requirements on length), public lecture presentation, digital record with summary paper (for a performance-based study), portfolio of work with artist’s statement, or another suitable format.

*Approved by JCA Department Heads 10/97*

*Amended and approved by JCA Executive Committee 7/07; distribution revised 7/08*

*Rev: 8/13*

*Rev: 12/18*