



Independent Study Instructions

General. An independent study can be done to satisfy the needs for an elective course, not otherwise available on the regular semester schedule. Normally 3 credits are assigned, unless a lesser number is expressly approved by the Academic Dean. The student is required to accomplish the following:

Crystallize the Study Intent. A pre-requisite to all independent study proposals is the student's interest and need to pursue a learning idea. The student should formulate the study intent or purpose carefully before scheduling the initial conference with the faculty director. The two categories of study generally are:

- Off-campus experiences in which the student become acquainted with the social, educational, pastoral and apostolic circumstances
- Research studies dealing with theological, pastoral, apostolic, educational and specialized problems in which a problem-solving methodology is designed and utilized by the student.

Prepare the Proposal

- The student contacts a **regular (full-time) faculty member** to discuss the ideas and to negotiate the study proposal. The selection should be based on the faculty member's interests in the study idea and willingness to sponsor the proposal.
- The student must justify the proposal as a legitimate course equivalency and recognize the commitments required of the study project.
- After the faculty member agrees to direct the study, the student prepares a typed statement that includes the following:
 - Title of the project or study proposal
 - The number of credits to be awarded
 - Brief description of the proposed study project and the appropriate goals
 - Statement explaining 1) why this proposal was chosen; 2) why the stated limits of the study have been set; 3) why this study is justified, if similar studies and projects have been done before.
 - Signatures lines for the student, faculty director, Department Chair and Academic Dean

Study Procedure

- Identify the kinds of reading and research needs to be done (at least a partial bibliography is appropriate).
- Identify the required kind of practical observations (e.g. interviews with people, observation of programs, films to be viewed, etc.).
- Identify how the material and findings will be organized as the project proceeds (e.g. summaries of reading, periodic short papers, a journal or perhaps mixture of all these kept in a portfolio to be used as the basis of the completed project).

Approval/Registration

- The student must obtain the approval signatures of the faculty director and the Academic Dean.
- The student shall attach the typed proposal to a registration form for submission to the Registrar and posting on the student's record.

Tuition Charge. The tuition for an independent study is the same as a regular course as specified in the official catalog. Similarly, changing the registration to drop the independent study course follows the same pro-rated tuition refund policy as that for regular courses as stipulated in the official catalog.

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