

INDEPENDENT STUDY PROGRAM

DECLARATION OF INTENT AUGUSTANA UNIVERSITY REGISTRAR'S OFFICE

INSTRUCTIONS:

- Please print legibly.
- Complete the course information.
- Obtain Advisor signature before having the Project Director or Department Chair sign.

Student Name: _____ Augustana ID#: _____

Semester Credit Hours: _____ Descriptive Title: _____

Term: (ex: Fall 2017) _____ Augustana email: _____@ole.augie.edu

TYPE OF PROJECT		
Project	Department	Course Number
<input type="checkbox"/> Independent Scholarship		

Briefly describe why you are unable to take this course when it is regularly offered:

<input type="checkbox"/> Independent Study		(Circle One) 199, 299, 399, 499, 599, 699
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Briefly describe the proposed project:

REQUIRED SIGNATURES

Student Signature: _____ Date: _____

The above student has my preliminary approval to engage in this independent study.

Academic Advisor: _____ Date: _____

Project Director: _____ Date: _____

Department Chair: _____ Date: _____

INDEPENDENT STUDY PROGRAMS AT AUGUSTANA UNIVERSITY

Students at Augustana University may take up to 18 semester hours of credit through independent study in any one of the following ways:

TYPES OF INDEPENDENT STUDY

1. Independent Scholarship: With the permission of the department involved, student may take any regularly offered course through independent scholarship. Course syllabus must be included with the proposal, as well as a statement of how the course will be tailored for independent work. (Use the same numbering as regular course).
2. Independent Study: Each department in the University offers an independent study course each year, for which a student may propose a project to be completed through self-directed study. Course numbers 199, 299, 399, or 499 depending on the level of study.

PROCEDURE FOR REGISTRATION AND APPROVAL

1. Declaration of Intent: This form should be filed at the Registrar's Office as part of a student's registration for the term. Prior to registering, the student should secure the signatures of the academic advisor, the project advisor, and the Department Chair with indicate approval to pursue this independent study.
2. Course Proposal Form: This form outlines the details of the independent study. The student must file this proposal with all signatures, except the Registrar's, approximately two weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim and Summer). Please check the academic calendar for the exact due date. The Registrar will review the completed proposal for final approval. The course proposal form must be filled out fully and in detail to be considered. Poorly written or incomplete proposals will be return for revision.
3. With departmental approval, independent study may be counted toward the major.
4. While a student may plan to complete an independent study project over more than one semester, the registration for the course must be completed at the time the student begins the course. This enrollment may be considered as one of the regular courses or as an overload. If added as an overload, the student must pay the regular tuition charges for overload credit. Any student who finds that it is impossible to complete an independent study project may withdraw from the course without grade penalty (a grade of "W" will be assigned) and without refund of tuition. A grade of IP (In Progress) will be assigned if the student has not completed the project by the end of the semester in which he/she has enrolled. The student has a maximum of one year to complete the course.

STUDENT INSTRUCTIONS

1. Please bring the completed Declaration of Intent Form to the Registrar's Office **when registering for your classes for that term.**
2. The completed formal course proposal (attached) can be submitted later if you need to obtain additional details about your independent study. The course proposal form is due approximately two weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim and Summer). Please check due dates on each term's academic calendar.

INDEPENDENT STUDY PROGRAM

COURSE PROPOSAL

AUGUSTANA UNIVERSITY REGISTRAR'S OFFICE

INSTRUCTIONS:

- Please print legibly.
- Complete the course information.
- Obtain Advisor signature before having the Project Director or Department Chair sign.

This form must be filed with the Registrar approximately two weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim and Summer). Please check the academic calendar for the exact day. The Registrar will keep a copy for the student's file and a copy will be returned to the Project Director.

Student Name: _____ Augustana ID#: _____

Semester Credit Hours: _____ Descriptive Title: _____

Term: (ex: Fall 2017) _____ Augustana email: _____@ole.augie.edu

TYPE OF PROJECT		
Project	Department	Course Number
<input type="checkbox"/> Independent Scholarship		

For an Independent Scholarship experience, attach a current syllabus along with a statement as to how the study is to be individualized.

<input type="checkbox"/> Independent Study		(Circle One) 199, 299, 399, 499, 599, 699
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STUDENT INSTRUCTIONS FOR INDEPENDENT STUDY

Following are important questions about your learning project. The answers provide a learning contract describing the knowledge to be learned (objective), the process the student will use to complete the objectives (activities), and the evaluation system to be used by the instructor in assigning the grade.

Answers to the following must be attached to this form.

1. **Outcomes of Student Learning:** List specifically what the student will/should be able to do/know at the end of the independent project.
2. **Activities:** List specific activities that the student will do that will enable them to accomplish the outcomes listed above.
3. **Evaluation/Assessment:** List specifically how the student learning outcomes listed above will be measured.
4. **Materials:** List specifically all the material (print, non-print, laboratory and so on) to be used in the project.

REQUIRED SIGNATURES

Student Signature: _____ Date: _____

This student has my approval to engage in the independent study project: (Please do not sign this form until the information required is completed to your satisfaction).

Academic Advisor: _____ Date: _____

Project Director: _____ Date: _____

Department Chair: _____ Date: _____

Approved
Registrar: _____ Date: _____