



## Independent Study Proposal

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Campus: AZC BAC ONLN ONT PNWC RMC

Total units earned to date at GS: \_\_\_\_\_ Prior Independent Study at GS?  Yes, # hours \_\_\_\_\_  No

Term/Year for Credit:  Fall  Jan  Spring  Sum 20\_\_ Grade type:  A/F  P/F

Hours credit:  1  2  3 (complete questions 5 and 6 on page 2 to determine # of hours)

Description of Study: \_\_\_\_\_

**Mark each section as read.**

Individual Studies are intended to provide specialized study opportunities for students who have demonstrated qualifications to pursue such study

**Form**

- Form must be completed before requesting approval
- Signed proposal must be submitted by student to the Registrar by the last day to add classes for given semester
- Student must keep copy for own records

**Eligibility**

- I am in a degree program
- I have completed 27 hrs
- I have minimum 2.7 GPA

**Limitations**

- max 3 hrs credit per study
- max 9 hrs IS credit
- adjuncts cannot supervise
- required courses do not qualify for IS

**Exceptions to the above must be approved by the Assoc. Dean of Academic Services or your Regional Campus Director.**

**Instructions for students:**  
Complete all sections of this form and submit to Supervising Professor, Department Chair of required course, and the AD for Academic Affairs for the approvals. All approvals must be obtained by the student. Once ADAA approves, **Original** must be sent to the Registrar's Office and a copy of the approved forms must be given to the approving Department Chair and if applicable, copies of the approved form to their respective Campus Director and/or Administrative Assistant.

1. Reason for requesting this study:

2. Learning objective:

3. Times for conferences with professor:

4. Basic bibliography (use back of page, if necessary):

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

Supervising Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Director or ADAA: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTRAR OFFICE USE ONLY

Course # Assigned \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**Seminary Policy on academic credit and workload expectations:** For each hour of academic credit granted for a GS face-to-face, hybrid or online course, the Seminary assigns a total workload expectation of approximately 45 clock hours of academic learning activities per academic credit hour earned. Traditional in- class format normally apportions 15 hours of in-class instruction and 30 hours of instructional exercises to be completed outside of class meetings per credit hour granted. For androgogical reasons, individual courses may adjust the ratio of assignments inside and outside class meetings.

1 credit hour = 45 hours of work  
 2 hours of credit = 90 hours of work  
 3 hours of credit = 135 hours of work

Requirement	Formula for hours of coursework
Research paper	# pages required X 3 hours per page = # of work hours
Reflection paper	# pages required X 1 hour per page = # of work hours
Required Reading	# pages required / 25 pages per hour = # of work hours
Exams	# of exams x 8 hours = # of work hours
Other (workbooks, exercises, etc)	# of hours required to complete the activities

5. Outline & description of coursework, including research format:

6. Identify evaluation instrument to be used:

Requirement to be used	Formula for hours	Hours of work
<input type="checkbox"/> Research paper	_____ pages X 3 hours per page =	
<input type="checkbox"/> Reflection paper	_____ pages X 1 hours per page =	
<input type="checkbox"/> Required Reading	_____ pages / 25 pages per hour =	
<input type="checkbox"/> Exams	_____ exams x 8 hours =	
<input type="checkbox"/> Other (workbooks, exercises, etc)	# of hours required to complete the activities =	
<input type="checkbox"/> Meetings with professor	# of hours spent meeting	
<b>Total number of hours of coursework required _____</b>		