AGNES SCOTT COLLEGE
Independent Study/490 Course Application

The application must be completed by the student in duplicate and approved by the academic adviser, director of the study and the department chair. The form must be submitted to the assistant dean of the college for final approval. See the catalog for further information. Applications are due by the end of the semester preceding the Independent Study.

Name: __________________________ ASC ID #: __________ Date: __________

Class: ______________ ASC Box: ____________ Telephone: __________

Major: ______________________________________________________________

PROPOSAL  Attach a description of your proposed study to the application.

Topic: __________________________

Department: ______________________

Director: _________________________

Semester: ______________ Credit Hours: __________

Semester: ______________ Credit Hours: __________

NOTE: An independent study must have a minimum of four hours and a maximum of eight hours (no more than four hours during any one semester).

DEPARTMENTAL APPROVAL

Independent Study Director: __________________________ Date: __________

Department Chair: __________________________ Date: __________

OFFICE OF ACADEMIC ADVISING

Comments: __________________________

Approved: __________________________

Assistant Dean of the College Date
Procedure for Independent Study/490 Course Application

1. Review the criteria and procedures (see below).
2. Consult with the faculty director and department chair to formulate the project.
3. Attach the description of your proposed study to the application (The assistant dean of the college will review the proposal and may suggest revisions.). The final proposal and application must be approved by the appropriate department chair or program director and returned to the assistant dean of the college in duplicate for final approval.

INDEPENDENT STUDY (490) GUIDELINES

Independent study gives superior students the opportunity to explore some field of intellectual or artistic interest and to produce a related piece of work. Every student with junior standing and a cumulative quality-point ratio of B (3.0) or better is eligible to apply to the program. The program may begin as early as the spring semester of the student's junior year.

An independent study must have a minimum of four hours and a maximum of eight hours (no more than four hours during any one semester).

The chair of the student's major department works with the student to determine whether she has adequate preparation to do independent study and whether it is in her best academic interest. Approval for a student's request is granted by the entire department. No department is obligated to provide direction for independent study. A department should make every possible effort to allow the instructor of the student's choice to direct the independent study.

Students wishing to begin an independent study during the fall semester of their senior year must submit a draft three weeks before course selection week in the spring semester of their junior year. Those wishing to begin their study of their junior year, or who wish to undertake a one-semester study in the spring semester of their senior year, must submit a draft no later than three weeks before the beginning of the fall semester period for course changes. The final revised proposal must be submitted to the Office of Academic Advising by the end of the semester preceding the independent study.

The program is administered by the assistant dean of the college in consultation with those directing independent study. By the end of the semester during which her work is to be completed, the student must file with the assistant dean of the college two copies of a paper or, in the case of certain creative projects, a written report which explains problems of research and procedure by 9:00 a.m. on the second reading day. This will be kept in the College library. Final written work must follow the directions distributed by the assistant dean of the college, and both copies must be bound in the regulation folder (available for purchase from the Office of Academic Advising).

Only in cases of extreme hardship or extraordinary circumstances should a student request an extension of time to submit her paper. Such requests, endorsed by the student's director, should be made in writing to the assistant dean of the college. A student will receive written acknowledgment that her request has been granted or denied.

Since the independent study program is open to students with differing abilities, a wide range of quality of work is expected. The final grade for independent study is based on the sustained quality of work throughout the study period and on the merit of the work. Independent Study should be the climax of the student's own intellectual or artistic development.

Non-completion of the Program

Independent study requires a serious commitment by both the student and her director. Withdrawal from the Independent Study program is therefore an unusual step, and the usual procedures for withdrawal from courses do not apply. They are replaced by the following:

In a one-semester program a student may withdraw from the program during the first ten calendar days of the semester; in this case, Independent Study will not appear on her record.

In a two-semester program a student may withdraw from the program during her first semester of the program up to one week after mid-semester grades are due in the Registrar's Office for that semester; in this case, Independent Study will not appear on her record.

In special circumstances, independent study may be converted to Special Study (410). This is permitted only when, on the basis of the quality or nature of the student's work, the director determines that it is in the student's best academic interest to terminate the independent study project. The director must initiate the request for conversion and the department must approve it. It is then subject to the approval of the assistant dean of the college.

In a one-semester program, the request must be made prior to one week after mid-semester grades are due in the Registrar's Office for that semester. If the conversion is approved, the student will not be permitted to withdraw from the Special Study.

In a two-semester program, the Independent Study may be converted to a Special Study (410) for the first semester only. The request must be made during her first semester or no later than the tenth calendar day of her second semester of Independent Study. If the conversion is approved, the student will not be permitted to withdraw from the Special Study. If a student receives a failing grade at the end of a two-semester Independent Study, the work of the first semester will automatically convert to a Special Study, and the student will receive a grade commensurate with the quality of her work during the first semester.