

## COLLEGE OF LIBERAL ARTS AND SCIENCES

### POLICY ON INDEPENDENT STUDY/READINGS COURSES

Independent study/readings courses are designed to allow students (undergraduate/graduate) to earn credit for extensive readings, research, or other individualized learning projects in a specific area of study. These projects are carried out under the direction of a faculty supervisor after a written proposal is developed and approved **PRIOR** to registration.

These courses are **NOT** designed to substitute for other courses offered by academic departments.

While experiential learning is highly valued, budgetary considerations must be part of the approval process.

The following procedures are hereby instituted for independent study/readings courses:

1. The “Proposal for Independent Study/Readings Courses” form, available in departmental offices and online (<https://www.frostburg.edu/academics/colleges-and-departments/college-of-liberal-arts-and-sciences/Information-for/Faculty-and-Staff/independent-study-readings-approval-form-5-17-181.docx>), must be completed by the student and approved by the faculty supervisor, department chair/program coordinator, and the Dean **PRIOR** to registration.
2. Students are responsible for following independent study regulations stated in the catalog with respect to credits per registration and total allowable credits.
3. Proposals for independent study/readings courses which reflect an intent to gain credit for another course offered by a department **will not be approved**.
4. Faculty supervisors are responsible for assisting the student in developing the proposal, granting initial approval of the proposal, assisting the student as necessary, evaluating the results of the course, and submitting the final grade for the course.
5. Department chairs/program coordinators are responsible for providing a written rationale/justification for their approval of the independent study/reading course proposal which is attached to the proposal before being submitted to the Dean for review and final approval.
6. The Dean is responsible for final approval of independent study/readings course proposals. Approvals will be based on the quality of the proposal and available budget. Please contact the Dean’s Office with any questions.

7. Approved proposals will be returned to the student via the faculty supervisor. The student is responsible for submitting the proposal coversheet to the Registrar's Office at the time of registration.

## COLLEGE OF LIBERAL ARTS AND SCIENCES

### PROPOSAL FOR INDEPENDENT STUDY/READINGS COURSES

This form must be completed and approved by the student, faculty supervisor, department chair/program coordinator, and the Dean prior to registration. Copies of approved proposals will be sent to the student, faculty supervisor, department chair/program coordinator and where appropriate the Office of Graduate Services. The approved proposal will be submitted to the Registrar’s Office by the Dean at the time of registration.

Name of Student:		PAWS ID#:	
Street Address:		Phone:	
City, State, Zip:			
Dept./Course #:	Section #:	Credits*:	
Course Title:			
Title of Independent Study/Readings:			
Is this Independent Study/Readings required for the student to graduate in the semester that the Independent Study/ Readings is taken (Yes/No)? → → →			
Is this Independent Study/Readings being taught as a Faculty Overload (Yes/No)? <b>If “Yes”, please complete “Proposal to Teach Overload Courses” form.</b> → → →			
Course to be taken:	Fall <input type="checkbox"/>	Spring <input type="checkbox"/>	Year:

\*Check catalog for limitations

**Note: Complete all areas of this form (pages 2 and 3) before obtaining signatures.**

**APPROVALS:**

1. \_\_\_\_\_  

*Student (Sign and Print)*
*Date*
  
2. \_\_\_\_\_  

*Faculty Supervisor (Sign and Print)*
*Date*
  
3. \_\_\_\_\_  

*Department Chair/Program Coordinator (Sign and Print)*
*Date*
  
4. \_\_\_\_\_  

*Dean (Sign and Print)*
*Date*

Each of the following items must be completed with the assistance of the faculty supervisor prior to obtaining approval signatures. Note: The boxes will expand as necessary as you type.

<p><b>1. Justification for Independent Study/Readings:</b> (NOTE: Proposals for independent study/readings that reflect an intent to gain credit for another course offered by the department will <b>NOT</b> be approved.)</p>
<p><b>2. Objectives:</b> (List the skills and/or understandings to be gained through this independent study/reading.)</p>
<p><b>3. Method of achieving objectives:</b> (Description of activities and procedures to be undertaken.)</p>
<p><b>4. Final product to be submitted as evidence of achievement of objective(s) and method(s) of evaluation:</b></p>
<p><b>5. Department Chair rationale/justification for the Independent Study/Readings:</b></p>

**Note: Incomplete and/or "old" forms will be returned to the Faculty Supervisor for correction.**