



# INDEPENDENT STUDY / TUTORIAL CREDIT

## Wheeling Jesuit University

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Faculty Member: \_\_\_\_\_  
granting credit overseeing project

Course ID: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
SUBJ-### requested

Course Title: \_\_\_\_\_  
must describe content

INDEPENDENT STUDY  
a course not listed in regular course offerings.

TUTORIAL CREDIT  
a course listed in the catalog but not currently offered.

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- Registration of tutorial and independent study courses must be on file in the Registrar's Office before completion of the second week of the semester.
  - By signing this form, I agree to take this course for credit and complete the academic course requirements.
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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
Department Chair Signature Date

\_\_\_\_\_  
Honors Council Signature Date

\_\_\_\_\_  
Chief Academic Officer Signature Date

**\*Registrar Office Use Only\*** Processed Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## **SEQUENCE FOR OBTAINING INDEPENDENT STUDY OR TUTORIAL CREDIT**

Independent Study: A study project that lies outside the regular course offerings.

Tutorial Credit: Any course currently listed in the catalog but not currently being offered.

### **RESPONSIBILITIES AND FUNCTIONS OF PARTICIPATING PARTIES**

#### **STUDENT:**

- Obtain permission from academic advisor to seek Independent Study or Tutorial credit.
- Find a Wheeling Jesuit University faculty member who agrees to serve as the Faculty Supervisor. The Faculty Supervisor must be in the department in which the student expects to receive credit.
- Complete the enclosed forms, obtain the necessary signatures and submit, depending on division, to the appropriate Academic office.
- This course will not be added to your schedule until the completed paperwork is submitted to the Registrar's Office.

#### **FACULTY:**

- Evaluate the potential student and the student's independent study or tutorial interest.
- Assure that student is academically qualified.
- Acquire approval from chief academic officers prior to processing paperwork if you choose to be paid.
- Participate in establishing meaning learning objectives with students for the course.
- Establish a number of credits to be awarded and grading expectations.
- Assist student in completing the "Request for Independent Study or Tutorial Credit" form and "Independent Study/Tutorial – Learning Plan".
- Evaluate student's assignments and progress.
- Assign grade based on the achievement of learning objectives and the quality/completeness of the work assigned.

#### **ADMINISTRATION:**

- Approves, if appropriate, the Independent Study or Tutorial
- Submits the original completed forms to the Registrar and copies to the student and faculty supervisor.

# COURSE TIME PLAN

Must submit the following form or attach a course syllabus.

	DUE DATES Record the end date for each week	ACTIVITIES & ASSIGNMENTS
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		
Week 14		
Week 15		

Note: Some courses may be designed to be longer or shorter than a traditional term; if so, adjust the form as needed.

*TUTORIAL – STOP HERE  
INDEPENDENT STUDY – COMPLETE LEARNING PLAN ON BACK PAGE*

# INDEPENDENT STUDY – LEARNING PLAN

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course ID: \_\_\_\_\_ Title: \_\_\_\_\_  
(The Title must describe the course content and should not use the words Independent Study.)

**Course Description:**

(For Independent Studies only – a summary of the course as it would appear in a catalog)

**Objectives: What will the learning outcomes be?**

- Use terms such as “knowledge of”, “ability to”, “understanding of” and the like
- Objectives should be measurable at the end of the course

**Activities/Assignments: How will these outcomes be accomplished?**

- Combine theory (mastery of literature on the subject) with understanding of and practice in its application
- Include readings, topical papers, exams, research, observations, and/or journals, etc.
- List bibliography of course readings and other resources in this space
- Complete course time plan on back of this form

**Evaluation: What measurements will be used to determine if the outcomes have been achieved?**

- List grading system used and how each activity will contribute to the final grade.