



REQUEST FOR INDEPENDENT STUDY OR TUTORIAL CREDIT

Independent Study: A study project that lies outside the regular course offerings.
Tutorial: Any course currently listed in the catalog but not currently being offered.

Name: _____ Student ID #: _____

Address: _____

E-Mail address: _____ Phone: _____

Credit Hours Requested: _____ for _____

Department through which credit will be granted: _____

Faculty member overseeing the project: _____

Course # and Title: _____
(Title must describe course content)

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- Registration of tutorial and independent study courses must be on file in the Registrar's Office before the 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:

Advisor: _____ Date: _____

Course Instructor: _____ Date: _____

Department Chair: _____ Date: _____

Academic Dean: _____ Date: _____

SEQUENCE FOR OBTAINING INDEPENDENT STUDY OR TUTORIAL CREDIT

INDEPENDENT STUDY – A course not listed in the regular course offerings.

TUTORIAL CREDIT – A course listed in the catalog but not currently 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 AND 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/TUTORIAL – LEARNING PLAN

Name _____ Student ID #: _____

Course # and 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.