



# MEDAILLE COLLEGE

## Instructions, Rules & Regulations for Directed/Independent Study Application Form

### **Independent Study**

Independent Study is the student's self-directed pursuit of academic competence in an autonomous manner which requires a rigorous search into a specified body of knowledge in which the course content, learning activities, and evaluative criteria are developed by the student in collaboration with the faculty mentor. It is a demonstration which provides evidence of capability in self-directed learning. Independent Study is limited to four courses per baccalaureate degree and normally no more than one may be undertaken at a time. Also, freshmen and sophomores will not be allowed to take an Independent Study.

Generally, applications will be approved for students who have GPAs above 2.7 and who have demonstrated the ability to pursue a topic in an academically rigorous manner. The faculty and College do not guarantee that this is available during any particular semester.

### **Directed Study**

Directed Study is individualized instruction identical in regard to the title, course objectives, course content, and evaluative criteria of the course. Directed Study is generally limited to two courses per baccalaureate degree and is usually implemented to fulfill a graduation requirement. Application approval will usually be granted to seniors for courses required for graduation provided that the course(s) is not otherwise available to the student. GPAs of 2.0 are required of students who wish to undertake Directed Study. The faculty and College do not guarantee that this is available during any particular semester. Students may not take a Directed Study to replace a course in which a failing grade was earned.

Before completing an application, a student should discuss the matter with the appropriate instructor. The instructor should be aware of what the student intends to accomplish and be willing to direct the study. The student and the instructor must agree on the time that will be devoted to supervision and the manner in which the instructor will evaluate the study.

### **Field Experience**

Medaille's curriculum stresses the importance of gaining work experience that is related to a student's major program of study. Consequently, most programs offer field experience. These field experiences not only give academic credit, but they also increase practical skills and preparedness for future employment. Depending on the program, the student would be placed in an appropriate work situation in the Buffalo area. More information and a complete description of each program's field experience requirements are available from department chairpersons.

#### **Field Experience Minimum GPA Requirement**

A College minimum of a 2.0 cumulative grade point average is required for any undergraduate student seeking entry into field experiences. Individual programs may establish their own minimum cumulative grade point requirements with the College minimum as a base.

### **Please Note:**

Before completing an Application Form (attached), the student will have discussed the matter with the appropriate instructor. The instructor must be made aware of what the student intends to accomplish and be willing to direct the study. The student and the instructor must agree on the time that will be devoted to supervision and the manner in which the instructor will evaluate the study.

Students may not take an Independent / Directed Study to replace a course in which a failing grade was earned. Students must acquire the permission and signatures of their Advisor, the Supervising Instructor, the Program Chairperson, and the Academic Dean **PRIOR** to the student beginning the study with the faculty member. The completed application form must be submitted to the Office of the Registrar by the drop/add deadline for the semester in which the study will be completed.



# MEDAILLE COLLEGE

## Application Form for Directed / Independent Study

Please check appropriate box:     Independent Study                       Directed Study

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Instructor's ID#: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Semester: \_\_\_\_\_

I. To be completed by the *Student's Advisor*:

A. Credits completed by the above named student \_\_\_\_\_

B. Credits currently being carried by student \_\_\_\_\_

C. Student's GPA \_\_\_\_\_

D. Independent/Directed Studies already  
completed or currently in progress \_\_\_\_\_

E. Justification and comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

