



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 the appropriate Division Head.

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, Department Chair/Program Director, and the Vice President of Academic Affairs (VPAA) **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 Undergraduate Catalog pp 97, 108

<http://www.medaille.edu/sites/default/files/files/Academics/MedailleCollegeAcademicCatalog15-16%20REV01-2016.pdf>



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: _____

Part of Term/Dates: _____

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

II. The study is to be completed by the end of the semester in which it was registered for. If a grade is not available by the end of the registered semester, an incomplete grade contract must be signed.

III. To be completed by the Instructor:

- A. **Independent Study** applications require a comprehensive outline of the study to be undertaken. The outline, which is to be attached, must include the following:
1. A statement of the purpose of the study
 2. A description of the methods to be used for the study; including use of technology, such as e-mail, internet, & websites.
 3. An explanation of the procedures to be used for evaluation of the study
 4. An agreement between the student and the supervising instructor as to how the instructor will assist the student with the study
- B. **Directed Study** instructors must complete the following and attach the Course Outline:
1. What are the requirements for completion of the study?
 2. How will the study be evaluated?
 3. How often and for how long will the instructor meet with the student during the period of the study?
 4. Describe technology requirements, such as e-mail, internet, & websites.
- C. I agree to supervise the study for which the above named student has applied.

Supervising Instructor's Signature

Date

IV. I agree to the terms and conditions of this study:

Student's Signature

Date

V. To be signed by the Division Head in which the course and program are housed:

Department Chair/Program Director Signature

Date

VI. To be signed by the Vice President of Academic Affairs:

VPAA's Signature

Date