

LINCOLN MEMORIAL UNIVERSITY

INDEPENDENT STUDY REQUEST

An Independent Study allows the student to engage in structured, approved learning for course credit beyond the established curriculum. It is conducted on a one-to-one basis between the student and a faculty supervisor of the study. Offering the course as an Independent Study is subject to all guidelines as published in the current Undergraduate Catalog and the Faculty/Staff Policy Manual.

Student Name: _____ Student I.D. _____

Declared baccalaureate major/minor program: _____

1. All items must be completed by the individuals listed: department chair of the academic department offering course, assigned instructor, school dean.
2. A syllabus must be attached to this form by the instructor.
3. All work and examinations must be retained for at least one year.
4. The student must not begin work on the course as an Independent Study until all approvals are obtained.

Student GPA _____ Number of additional credits scheduled for the same semester _____

Credits remaining to graduate _____

Number of IS or DS (Directed Study courses – see the Catalog) credit hours already taken to date _____ (Maximum number of IS and DS credit hours combined is 15 cr. hrs).

Proposed course: _____, 196 to 496, _____,
Prefix Title Cr. Hrs.

Academic Dept. offering course: _____ Academic Advisor _____

Proposed Faculty Supervisor: _____

Semester for initiation and completion of the course: _____

Brief justification of this proposed Independent Study course: _____

With the student's signature below, he/she: (1) confirms awareness of and compliance with all current criteria and policies relating to Independent Study at LMU and (2) agrees to comply with the requirements and details appearing in the attached course syllabus and any conditions or stipulations which may be added by appropriate personnel prior to affixing their signatures of approval (see reverse side).

Name and signature of student: _____

Student's email address: _____

Date submitted to Chair of Academic Department offering the course: _____

STUDENTS, PLEASE NOTE: There is a \$25.00 fee (in addition to the regular tuition assessed) for all Independent Study Courses.

(Continued on other side)

SELECTED CRITERIA CHECKLIST

To be initiated and completed by the personnel indicated.

ACADEMIC ADVISOR

- _____ 1. The student has attained at least junior classification or has completed at least one-half the total semester credit hours required for the particular associate degree program, effective the beginning of the proposed Independent Study period.
- _____ 2. The student is seeking approval of no more than one Independent Study course the semester indicated.
- _____ 3. If this course is approved as Independent Study and successfully completed by the student, he/she will not exceed the limit of fifteen (15) credit hours of Independent Study and Directed Study, combined. No student may complete more than 6 hours of IS coursework.
- _____ 4. The student has been apprised of all current criteria and policies relating to Independent Study at LMU.

PROPOSED INSTRUCTOR

- _____ 5. Attached is the course syllabus, adapted as necessary to the Independent Study process. The independent study will be a research-oriented course providing learning in areas not covered as deeply in other cataloged courses.
- _____ 6. The proposed Instructor and student agree to meet periodically to review the status of the student's research. The student must meet with the assigned faculty supervisor within the first three (3) class days of the semester (within the first two (2) class days of summer term) to begin the IS course.

ADDITIONAL CONDITIONS OR STIPULATIONS (IF ANY)

SIGNATURES INDICATING APPROVAL

Proposed Instructor _____ Date _____

Academic Advisor _____ Date _____

Chair of Acad. Dept. offering the course _____ Date _____

School Dean _____ Date _____

Vice President for Academic Affairs _____ Date _____

February 2022