



OFFICE OF REGISTRAR
5000 DEER PARK DRIVE SE, SALEM, OREGON 97317-9392
503.375.7017 | 503.585.4316 fax

Petition for Independent Study Undergrad

(See guidelines and directions on the reverse side of this form.)

Student's Name: _____ ID#: _____ Date: _____

I am requesting to take the following course as an independent study:

Course Number	Course Title	# of Credits requested
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Cumulative GPA: _____ Total independent study credits earned to date from all institutions: _____

Please mark semester in which independent study will occur: ☐ Fall ☐ Spring ☐ Summer Year: _____

Type or print your rationale for undertaking this study here. Please address the criteria listed on the **Independent Study Guidelines** accompanying this form when writing the rationale (*attach separate sheet if necessary*):

Student's Signature: _____ Date: _____

I have attached the syllabus which includes the items listed on the reverse side of this form (see item IV. Procedure).

Instructor's Signature: _____ Date: _____

I have completed and attached a course substitution form to this petition if this study is designed to replace a general education or major course requirement.

Academic Advisor's Signature: _____ Date: _____

Department Chair's Signature: _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

☐ Approved ☐ Unapproved

Comments:

Date received in office: _____ Date added to student schedule: _____

Payment: _____ Date: _____

INDEPENDENT STUDY GUIDELINES

The petition for an Independent Study should be initiated by the student to the appropriate instructor. The fee for independent study is \$420 per credit hour during the summer semester. In a fall or spring term if a student is enrolled full time a \$300 fee is charged. There are two types of independent studies. The following outlines the specifics of each and the procedure for submitting the application:

I. Elective Independent Study

Juniors and seniors who desire a challenging course and the opportunity to investigate problems independently may work with a faculty member and with their advisor to design the course if the following criteria are met:

- 1) Have at least a 3.00 GPA
 - 2) Are pursuing a course of study that does not meet current catalog offerings
 - 3) Be taking the course as an elective
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II. Scheduling Problem Independent Study

If a student has a scheduling difficulty, a student may petition to take a regularly scheduled course as an independent study course if:

- 1) Special scheduling of the course is necessary through no fault of the student.
- 2) The student
 - a. is a junior or a senior and transferred from another college and needs to make-up pre-requisite courses, in order to continue in the major**or**
 - b. has switched majors and needs the course to graduate.
- 3) The course or its equivalent is not scheduled and cannot be made available in Undergrad Online (UO), or the student is unable to register for a course in the current academic year schedule due to a scheduling conflict (e.g., class meets at the same time as another required course, and is not offered the following semester).
- 4) The professor's schedule allows the addition and he/she is willing.
- 5) The student has a minimum of a 2.75 GPA.
- 6) The Academic Office has granted permission for the course to occur.

Students should not begin any coursework until the petition is approved by the Academic Office.

III. All Independent Studies

The following guidelines apply to all independent study applications:

- 1) No more than 15 hours of independent study may be taken during the four year course of study.
 - 2) No more than six hours per semester are to be taken during any given school year.
 - 3) During the summer, a student meeting the other qualifications may carry up to 6 hours of independent study.
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IV. Procedure

- 1) Complete the petition on the reverse side of this page and attach a course syllabus which includes:
 - Course Description
 - Course Objectives (complete with outcomes and assessment criteria)
 - Course Text and Support Materials
 - Brief Description of Activities
 - Evaluation Procedures and grading scale
 - Course Agenda (including a schedule of weekly conferences with the instructor and due dates for assignments)
 - **Independent study plans must make provision for the student to confer with the instructor at least once a week.**
- 2) Complete and attach a **Course Substitution Form** to this petition if this study is designed to replace a general education or major course requirement.
- 3) Collect the necessary signatures and return the form to us:
Corban University Registrar Office
5000 Deer Park Drive SE, Salem, OR 97317-9392
Of fax to: 503-585-4316