

## REQUESTS FOR INDEPENDENT STUDY

### Trinity College of Arts & Sciences

Independent study enables a student to pursue for course credit individual interests under the supervision of a faculty member. Independent study is of two types: Independent Study (non-research) and Research Independent Study.

Courses entitled Independent Study are individual non-research directed study in a field of special interest on a previously approved topic taken under the supervision of a faculty member and resulting in an academic and/or artistic product. Such independent study courses do not bear a Research (R) code and do not satisfy any general education requirements.

Courses entitled Research Independent Study are individual research in a field of special interest under the supervision of a faculty member, the central goal of which is a substantive paper or written report containing significant analysis and interpretation of a previously approved topic. Such research independent study courses bear a Research (R) code and satisfy general education Research requirements. One research independent study may be submitted and approved for a Writing (W) code in addition to the R code designation, but no other curriculum code designations are permitted for research independent study courses. Students who wish to request a W code for one research independent study course must take the appropriate form to 011 Allen Building by the end of the drop-add period of semester they are enrolled in the course. The request form is available at <http://trinity.duke.edu/academic-requirements?p=independent-study-research-w-coding>.

#### **Policies:**

The following policies apply to both types of independent study<sup>1</sup>:

1. **Approval process—Preliminary approval:** The independent study must be approved by the instructor(s) involved as well as by the Director of Undergraduate Studies in the relevant department or program. If the independent study is offered by a certificate program, approval is required by the Certificate Program Director. **Final approval:** The final approval is up to the discretion of the Director of Undergraduate Studies or Certificate Program Director and occurs after all submitted independent studies applications have been reviewed.
2. **Faculty appointment**—The instructor of record (supervising faculty member) must hold a regular rank faculty appointment at Duke within the department or program sponsoring the independent study. In some cases, there may be an additional instructor who mentors the bulk of the independent study and holds an appointment outside the sponsoring department or program. If this is the case, the supervising faculty member is responsible for submitting the final grade, and ensuring that the instructor adheres to academic standards, policies, and procedures pertaining to undergraduate students in Trinity College of Arts & Sciences.
3. **Course Content / Quality**—The independent study must provide a rigorous academic experience equivalent to that of any other undergraduate Duke course. Independent study courses may not duplicate available course offerings in the semester or summer term in which the independent study is being taken, nor may independent study be used simply to provide low-level support for other projects or to observe or shadow the work of others.
4. **Meeting schedule**—In addition to the individual effort of the student, which normally entails ~10 hours per week, the student will meet with the instructor of the independent study at least once every two weeks during the fall or spring semester (at least once a week during the summer).
5. **Final product**—The student will produce a final academic and/or artistic product to be completed during the semester for which the student is registered for the course.
6. **Grading**—The instructor will evaluate the work, including the final product, associated with the independent study, and submit a grade by the end of the semester. If the instructor is someone other than the supervising faculty member, the instructor will consult on the final grade with the supervising faculty member from the sponsoring department or program, who will submit the final grade.

#### **Procedures / Student Responsibilities:**

1. Make arrangements with a faculty member having expertise in the desired area. The student and instructor should agree on the course title, plan of study, objectives and expectations, as well as on the nature of the final product and evaluation criteria.
2. Submit the Independent Study Permission Form (attached here) to the Director of Undergraduate Studies or Certificate Program Director for preliminary approval and their signature.
3. Once the form is completed with all applicable signatures, the student submits it via email to the DUSA (Director of Undergraduate Studies Assistant) by 12:00 PM on the last day of registration for the term in which the independent study is to be taken. Review the Office of the University Registrar's Academic Calendar for the exact date.

4. If approved, the student will receive a permission number to register for the course by the end of business on the third date of the drop/add period. If the student does not receive the permission number, they must contact the DUSA in the AAHVS office.
5. The student must then register using the permission number *before* the final drop/add deadline. Review the Office of the University Registrar's Academic Calendar for the exact date.

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<sup>1</sup> For policies and procedures related to independent study in Study Abroad programs, see Duke Abroad Handbook.

**INDEPENDENT STUDY PERMISSION FORM**  
**Trinity College of Arts & Sciences**

**AAHVS Office Only:**

**Assigned Course #:** \_\_\_\_\_ **Term:** \_\_\_\_\_ **DSV Submitted:** \_\_\_\_\_

**Permission #:** \_\_\_\_\_ **Title Added:** \_\_\_\_\_ **Student Notified:** \_\_\_\_\_

*To the student: Please read the attached policies and procedures, and consult with your instructor / supervising faculty member about course title, description, requirements and expectations. This form must be approved and signed by the supervising faculty member, the instructor (if different from supervising faculty member), and the Director of Undergraduate Studies or Certificate Program Director. Then it should be scanned and submitted via email to the Director of Undergraduate Studies Assistant by noon on the last day of the registration period. Late forms will not be considered.*

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Unique ID: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Major(s)/Minor(s)/Certificate(s) \_\_\_\_\_

Permission requested for (Term / Year) \_\_\_\_\_

Type of Study  Independent Study  Research Independent Study

Course Subject  ARTHIST  ARTSVIS  VMS

Independent Study Level  200  300  400

Title of Independent Study \_\_\_\_\_

(to be listed on transcript; **limit 30 characters, including spaces**)

Supervising Faculty Member \_\_\_\_\_

Affiliation (dept or program) \_\_\_\_\_

Instructor (if different from Supervising Faculty Member) \_\_\_\_\_

Instructor Affiliation: \_\_\_\_\_

On the following page (or attached sheet), please provide the following information:

Title and Description of Proposed Study:

*Provide a one to two paragraph description of the proposed study, including topic, course goals, research / readings to be conducted. (The instructor and/or department or program may require a more detailed proposal, including a list of sources and bibliography, a rationale for independent study as opposed to regular course work, etc.)*

Nature of the Final Product:

*Describe the nature and length of the final product (e.g academic paper, artistic product, research report, etc.)*

Scheduled Meetings and Work Expectations:

*Provide information on frequency and length of meetings with instructor, and expected work commitments and/or timetables:*

Grade to be based on:

*Provide information on how your work in the course is to be evaluated.*

**Description of Independent Study; Final Product; Scheduled Meetings and Work Expectations; Grade Basis:**

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Student

**Approval Signatures:** *Please read attached policies and procedures on independent studies before signing.*

\_\_\_\_\_ Date \_\_\_\_\_  
Supervising Faculty Member (print name) Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Instructor (print name) Signature  
(if different from Supervising Faculty member)

\_\_\_\_\_ Date \_\_\_\_\_  
Director of Undergraduate Studies (print name) Signature  
or Certificate Program Director