UNDERGRADUATE INDEPENDENT STUDY REQUEST
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 https://trinity.duke.edu/undergraduate/academic-policies/research-independent-study-w-code

Policies:
The following policies apply to both types of independent study:

1. 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.

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. Non-Regular Rank Faculty/Staff—NRR Faculty and Staff have restrictions on the number and type of independent studies they can perform with students. Please check with department staff and the DUS to ensure your independent study is allowed.

4. 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 observer shadow the work of others.

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:

1. Students wishing to register for an independent study or research independent study must first 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. The student submits the Independent Study Permission Form (attached here) to the Director of Undergraduate Studies or Certificate Program Director for final approval before the end of the drop/add period of the term in which the independent study is to be taken. If approved, the student will receive a permission number to register for the course.

1For policies and procedures related to independent study in Study Abroad programs, see Duke Abroad Handbook.
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 submitted to the Director of Undergraduate Studies or Certificate Program Director before the end of the drop/ add period.

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Student Name: ___________________________ Date ________________________

Email: ___________________________ Unique ID: ________________________

Graduation Date: _______________________

Major(s)/Minor(s)/Certificate(s) ___________________________

Term / Year of Study _______________________

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: ___________________________

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

1. 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.)

2. Nature of the Final Product:
   Describe the nature and length of the final product (e.g academic paper, artistic product, research report, etc.)

3. Scheduled Meetings and Work Expectations:
   Provide information on frequency and length of meetings with instructor, and expected work commitments and/or timetables:

4. 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:

Signature of Student

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

Supervising Faculty Member (print name)  __________________________ Date ____________

Instructor (print name)  __________________________ Date ____________

*If different from Supervising Faculty member

Director of Department (print name)  __________________________ Date ____________

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FOR DUSA USE ONLY

ASSIGNED COURSE:  __________________________

ASSIGNED PERMISSION NUMBER:  __________________________

DATE PROCESSED:  __________________________