

# **UNDERGRADUATE INDEPENDENT STUDY REQUEST FORM**

## **Trinity College of Arts & Sciences**

An Independent Study (IDST) enables a student to pursue an individual course of study under the supervision of a faculty mentor for course credit. Students may pursue either a regular Independent Study or a Research Independent Study. The following procedure applies to both types of IDSTs.1.

### **Procedure for Securing Approval and Registering an IDST:**

#### **Securing Pre-approval:**

- A student must seek out a faculty mentor to supervise their IDST. Note that agreeing to mentor a student is at the sole discretion of the faculty member.
- Together, the student and supervising faculty mentor must outline a course of study determining student expectations, the final submission, and a title for the IDST

#### **Securing Final approval:**

- The Director of Undergraduate Studies of a department or the Program Director of a certificate program must give the final approval by additionally signing the form.

#### **Registering your IDST:**

- The completed form should be submitted to AAHSV DUSA Karen Johndro (karen.johndro@duke.edu) by 5:00 PM on the last day of registration for the term in which the IDST is to be undertaken.
- A permission number will be provided by the DUSA to the student. The student must use this number to register for the IDST before drop/add ends. If the student does not receive a permission number within 48 hours of submitting the form, they must contact the DUSA.

For exact dates, review the University Registrar's Academic Calendar.

For policies and procedures related to IDSTs in Study Abroad programs, see the Duke Abroad Handbook.

### **Policies Related to IDSTs:**

#### **Faculty appointment:**

- The supervising faculty mentor must hold a regular rank appointment in the department or program sponsoring the IDST.
- In exceptional cases, a faculty mentor in a separate department may serve as the primary mentor of the IDST. In this case, the student would still need a supervising faculty mentor from the sponsoring department who would be responsible for submitting the final grade and ensuring the relevant academic standards, procedures and policies are maintained.

#### **Course Content / Quality:**

- The IDST must provide a rigorous academic experience equivalent to that of any other undergraduate course at Duke.
- The IDST must not duplicate currently available (semester or summer) course offerings.

#### **Meeting Schedule:**

- The student effort required is comparable to 10 hours a week.
- The student and faculty mentor must meet at least once every two weeks during the fall and spring semesters and once a week during the summer terms.

#### **Final Submission:**

- The student will produce a final academic and/or artistic project to be completed and submitted by the end of the semester.

#### **Grading:**

- The instructor will evaluate and grade the final submission.

## Student Responsibilities Checklist:

- 1) Meet with a faculty member having expertise in the desired area. The student and instructor discuss the course title, plan of study, objectives and expectations, as well as the nature of the final product and evaluation criteria.
- 2) All necessary signatures are added to form electronically. **Do Not Use Signage Applications!**
- 3) **The student submits the form with all signatures to AAHVS Director of Undergraduate Studies Assistant Karen Johndro (karen.johndro@duke.edu) by 5:00 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) Once approved, a permission number is provided by the DUSA to the student. It is used to register for the course by the last Monday on the last week of the drop/add period. If the student does not receive the permission number within 48 hours (excluding weekends) of form submission, they must contact the DUSA.
- 5) **The student must 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.

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



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 continued:

**Do Not Use a Signature Application...Sign & Save Only!**

Signature of Student

Date

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

Instructor (print)

Signature

Date

Supervising Faculty Mentor (print)  
(Required if different from Instructor)

Signature

Date

Director of Undergraduate Program (print)

Signature

Date