

# INDEPENDENT STUDY AUTHORIZATION FORM

## **POLICY ON INDEPENDENT STUDY\***

The purpose of Independent Study is to enable a qualified student, with appropriate permission of the instructor and/or department chair, to enrich the student's program through directed reading or independent research under faculty supervision for college credit. The goals of the Independent Study, the prerequisites, the stages, and a timeline for completion of course requirements, and the grading procedure, are agreed on in writing by the student and the faculty member directing the Independent Study. This should be done at the time of pre-registration for the session in which the Independent Study is to be carried out. Independent Study is ordinarily limited to the student's major or minor field, where the student has qualified him/herself by previous academic training. The student can take **a maximum of three hours of Independent Study in the term, and a maximum of six hours in the total academic program.** Independent Study can be offered in both regular and summer sessions.

The student must have an **OVERALL GPA of 2.5** to qualify for Independent Study.

A copy of the Independent Study form is filed with the department chairperson within five working days of being signed by both student and faculty member. All independent study courses must be approved by the academic dean of the college in which the course resides. Approval of the department chairperson or of the majority of the department is needed before Independent Study can be directed by adjunct faculty or conducted off campus.

\*Adopted by the Christopher Newport College Faculty, March 14, 1980. Revised October 9, 2008.

## **DIRECTIONS FOR ESTABLISHING AN INDEPENDENT STUDY COURSE**

- In accordance with the policy printed above, the Independent Study Authorization (ISA) form is to be completed in advance of each independent study course taken by a student at Christopher Newport University.
- The form should initially be completed electronically by the supervising professor. The ISA form along with the syllabus for the course must be electronically submitted to the appropriate department chairperson.
- The department chairperson must review the form and syllabus and electronically forward both to the academic dean (or designee) for his/her college.
- If the Independent Study course has been approved by the academic dean, it will be electronically forwarded to the Office of the Registrar for processing.
- The Office of the Registrar will establish the course, register the student (if eligible), and notify the supervising professor via email of the course's CRN. Note: The student should be able to view his/her registration via his/her CNU Live access, and the professor should be able to view the establishment of the course via his/her class roster.

**INDEPENDENT STUDY AUTHORIZATION TO BE COMPLETED  
ON REVERSE SIDE OF THIS FORM**

**INDEPENDENT STUDY AUTHORIZATION FORM**

**Term:**  Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  
**Academic Year:**  May Term 20 \_\_\_\_\_  Summer I 20 \_\_\_\_\_  Summer II 20 \_\_\_\_\_

STUDENT'S INFORMATION		
Name of Student	Student ID Number	Cell Phone Number
Student's Cumulative GPA (cumulative GPA of at least 2.5 is required)	CNU Email Address	Student's Signature
Student's Major	Student's Minor	
Previous Independent Study Courses (Note: maximum of six (6) hours in the total academic program)		
Subject	Course #	Credit hours

DEPARTMENT INFORMATION				
Name of Academic Department				
Subject	Course #	Credits Hours	Title of Study (Note: Limit to 24 Characters)	Syllabus Attached
				<input type="checkbox"/> Yes <input type="checkbox"/> No*
SUPERVISING PROFESSOR'S INFORMATION				
Name		CNU Phone Number		CNU Email Address

\*Note: Forms will not be processed until the syllabus has been provided and approved by the academic dean.

**CERTIFICATION:** The undersigned certifies that this independent study complies with the governing policy adopted by the faculty at its meeting of March 14, 1980. The student can take a **maximum of three (3) hours of Independent Study** in the term, and a maximum of six (6) hours in the total academic program. The undersigned agrees that this activity will be conducted in accordance with the plan of study given above and that the student has a **cumulative GPA of at least 2.5**.

Supervising Professor's Signature	Date
Academic Department Chair's Signature	Date
Academic Dean's Signature**	Date

\*\*Email attachment may serve as the professor's, department chair's, and academic dean's signature.