



## Office of the Registrar

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### Independent Study Policy and Procedures

Southern New Hampshire University students may take an independent study course in any subject area.

#### Policy:

- ❖ The course content is not offered in any regularly schedule Southern New Hampshire University Course
- ❖ A full-time Southern New Hampshire faculty member in the department of the course subject area agrees to supervise the student and grade the student's work; or a Southern New Hampshire university adjunct instructor approved by the appropriate program coordinator and the dean of the school agree to supervise and grade the student's work.
- ❖ All independent study courses will be at the 400 level.
- ❖ All independent study courses will have a value of no more than three credits
- ❖ The student and the supervising faculty member need to meet weekly.

#### Student Procedures:

Prior to undertaking the independent study course, the student must completed the Independent Study Approval Application Form and present it to the instructor. The proposal needs to address the goals and objectives of the study including the following points:

- What does the student intend to learn from the study?
- What is the purpose of the study?
- What are the starting and ending dates of the independent study course?
- What course requirement will the independent study satisfy?
- A bibliography should be included in the initial process.

After the student has been approved, the Independent Study Statement and Application form must be returned to the Office of the Registrar.

#### Instructor Procedures:

Review the Independent Study Application form and sign it.

Develop a meeting schedule with the student and attach it and a course syllabus to the Independent Study Application.

Inform the student of the course requirements. Be as specific as possible about the process at the initial meeting with the student.

The independent study course is not a pass/fail course and therefore, a valid letter grade must be assigned at the end of the course.