



OFFICE OF REGISTRAR  
5000 DEER PARK DRIVE SE, SALEM, OREGON 97317-9392  
503.375.7017 | 503.585.4316 fax

# Petition for Independent Study

(See guidelines and directions on the reverse side of this form.)

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

I am requesting to take the following course as an independent study:

Course Number	Course Title	# of Credits requested

Cumulative GPA: \_\_\_\_\_ Total independent study credits earned to date from all institutions: \_\_\_\_\_

Please mark semester in which independent study will occur:  Fall  Spring  Summer

Type or print your rationale for undertaking this study here. Please address the criteria listed on the **Independent Study Guidelines** accompanying this form when writing the rationale (*attach separate sheet if necessary*):

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have attached the syllabus which includes the items listed on the reverse side of this form (see item IV. Procedure).*

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have completed and attached a course substitution form to this petition if this study is designed to replace a general education or major course requirement.*

Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR REGISTRAR'S OFFICE USE ONLY

Approved  Unapproved

Comments:

Date received in office: \_\_\_\_\_ Date added to student schedule: \_\_\_\_\_

Payment: \_\_\_\_\_ Date: \_\_\_\_\_

# INDEPENDENT STUDY GUIDELINES

The petition for an Independent Study should be initiated by the student to the appropriate instructor. The fee for independent study is \$300 per credit hour during the summer semester. In a fall or spring term if a student is enrolled full time a \$300 fee is charged. There are two types of independent studies. The following outlines the specifics of each and the procedure for submitting the application:

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## I. Elective Independent Study

Juniors and seniors who desire a challenging course and the opportunity to investigate problems independently may work with a faculty member and with their advisor to design the course if the following criteria are met:

- 1) Have at least a 3.00 GPA
  - 2) Are pursuing a course of study that does not meet current catalog offerings
  - 3) Be taking the course as an elective
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## II. Scheduling Problem Independent Study

If a student has a scheduling difficulty, a student may petition to take a regularly scheduled course as an independent study course if:

- 1) Special scheduling of the course is necessary through no fault of the student.
- 2) The student
  - a. is a junior or a senior and transferred from another college and needs to make-up pre-requisite courses, in order to continue in the major

**or**

  - b. has switched majors and needs the course to graduate.
- 3) The course or its equivalent is not scheduled and cannot be made available in Corban Accelerated Online (CAO), or the student is unable to register for a course in the current academic year schedule due to a scheduling conflict (e.g., class meets at the same time as another required course, and is not offered the following semester).
- 4) The professor's schedule allows the addition and he/she is willing.
- 5) The student has a minimum of a 2.75 GPA.
- 6) Seniors must have submitted the Application for Graduation to the Registrar.
- 7) The Academic Office has granted permission for the course to occur.

**Students should not begin any coursework until the petition is approved by the Academic Office.**

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## III. All Independent Studies

The following guidelines apply to all independent study applications:

- 1) No more than 20 hours of independent study may be taken during the four year course of study.
  - 2) No more than six hours per semester are to be taken during any given school year.
  - 3) During the summer, a student meeting the other qualifications may carry up to 6 hours of independent study.
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## IV. Procedure

- 1) Complete the petition on the reverse side of this page and attach a course syllabus which includes:
  - Course Description
  - Course Objectives (complete with outcomes and assessment criteria)
  - Course Text and Support Materials
  - Brief Description of Activities
  - Evaluation Procedures and grading scale
  - Course Agenda (including a schedule of weekly conferences with the instructor and due dates for assignments)
  - **Independent study plans must make provision for the student to confer with the instructor at least once a week.**
- 2) Complete and attach a **Course Substitution Form** to this petition if this study is designed to replace a general education or major course requirement.
- 3) Collect the necessary signatures and return the form to us:  
Corban University Registrar Office  
5000 Deer Park Drive SE, Salem, OR 97317-9392  
Of fax to: 503-585-4316