



## Independent Study Agreement

This form is required for doing an independent study. Independent Study is described in the HWS Catalogue as follows:

Students who have demonstrated a capacity for individual work at an advanced level may, with the permission and under the guidance of a faculty instructor, register for independent study. Each department sets its own qualifications for such advanced work.

Independent study may grow out of a regular course, or it may deal with problems or fields not otherwise covered in regular course offerings. It may take one or a combination of several forms:

- Extensive reading from a bibliography, ordinarily compiled in consultation with a faculty member, and a final examination.
- An individual research topic approved by the instructor and culminating in a substantial course paper.
- A scientific experiment, a musical composition, an art project, a play, or some other individual work approved and supervised by the instructor.

In all cases, independent study is under the supervision of a faculty member who guides the student in planning and carrying out the program.

Independent study is listed on the student's record and confers credit. Both full credit and half credit opportunities are available for independent study, depending on the scope and depth of work and hours committed to the independent study.

*Note: If this independent study is to be used to meet a major or minor requirement, approval from the department chair must appear on a [Course Substitution Request Form](#) or degree audit form.*

Paper forms may be submitted to the Office of the Registrar on the ground floor of Demarest Hall. Signed and scanned forms may be sent to [registrar@hws.edu](mailto:registrar@hws.edu). Upon submission, a registration permission code will be issued for use in PeopleSoft.

Student ID # \_\_\_\_\_

Student's Last and First Name \_\_\_\_\_

Semester \_\_\_\_\_

Faculty Instructor \_\_\_\_\_

Subject Code (i.e., HIST) \_\_\_\_\_

- ☐ 450 (Full-credit)  
☐ 456 (Half-credit)

Full Title of the Independent Study \_\_\_\_\_

Description of the course and work to be submitted:

- ☐ The required work constitutes a minimum of 170 hours over the semester (or 85 hours for a half-credit independent study).
- ☐ The student and faculty instructor have discussed the learning objectives for the Independent Study.
- ☐ The department chair has approved that this Independent Study is being offered.

Is this course unique from any other course listed in the Catalogue? ☐ Yes | ☐ No

Student Signature: \_\_\_\_\_

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

Faculty Instructor Signature: \_\_\_\_\_

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