



## BOSTON COLLEGE

OFFICE OF ACADEMIC SERVICES

### INDEPENDENT STUDY APPROVAL FORM

Independent Study projects may be undertaken by second and third-year students under the supervision of a full-time faculty member and with the approval of the Office of Academic Services. See the Guidelines for Taking an Independent Study Course which are attached.

Students should:

- prepare this form in consultation with the supervising faculty member
- obtain his/her approval, and
- submit the form to Assistant Dean West in Stuart 308 for approval.

Theresa Kachmar will make a copy for the student and the faculty supervisor and register the credits.

Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Eagle I.D. # \_\_\_\_\_

Semester for Independent Study: Fall\_\_\_\_ Spring\_\_\_\_\_

Description of Project:

Name of Supervising Faculty Member: \_\_\_\_\_

Number of Credits\* (**15 pages per credit**) (maximum of 3 per semester, 6 total for two years):

\_\_\_\_\_

**\*PLEASE NOTE: If you intend to use the work product from this Independent Study to satisfy your upper level writing requirement, you must register for a minimum of 2 credits.**

**All 2-credit Independent Studies will satisfy the ABA writing requirement if writing a paper of 30 pages or more. Your paper must include legal research and analysis and cannot be only an observation and reflection paper on your work experience or working environment.**

Schedule for Meetings and Development of Work Product:

Method of Grading: \_\_\_\_\_ Pass/Fail

\_\_\_\_\_ Letter Grade

Satisfies Upper Level Writing Requirement: Yes or No

How many independent study credits have you already earned? \_\_\_\_\_

Faculty Approval:

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

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

Academic Services Approval:

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

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

## **Guidelines for Taking an Independent Study Course**

1. Students may substitute an independent study for up to three credits of course work per semester (up to six credits total) of their second or third years. Work receiving independent study credit must include a significant written component (15 pages per credit) and be supervised and graded by a full-time faculty member.
2. Your paper should be of publishable quality, including legal research, analysis and, as necessary, footnotes.
3. In general, no professor should agree to supervise independent study projects for more than three students at any one time.
4. Students will work with their supervising faculty members on all details concerning the scope of the project, the methods of supervising and grading the student's work (whether by letter grade or pass/fail), all deadlines and the amount of course credit to be given for the project. Faculty member's approval will normally be final.
5. This form must be completed by the student, signed by the supervising faculty member, and submitted to the Dean for Students Office for approval. The Dean for Students Office will forward the signed, approved form to Theresa Kachmar in Academic Services for it to be registered. In rare cases, where there are doubts either as to the sufficiency of the writing component or the feasibility of faculty supervision, Academic Services may defer action pending a review by the Associate Dean for Academic Affairs and/or the Executive Committee.
6. The supervised independent study experience is intended to be at least as academically enriching and rigorous as a classroom study experience carrying equivalent academic credit. Supervising faculty should make arrangements to monitor regularly the work of the students supervised in order to assure themselves that projects are making appropriate progress during the academic period involved.
7. No independent study project may be used to satisfy the course, seminar, or independent writing requirements of more than one faculty member. Students may not receive independent study credit for work for which they are paid or for which they otherwise will receive or have received credit.