



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
- submit form to Academic Services for approval
- bring the original in person to Theresa Kachmar, Student and Alumni Records Specialist (Academic Services will provide a copy to the faculty member)
- retain a copy for the student's records

Name: _____ Class of: _____

Eagle I.D. # _____

Semester for Independent Study: Fall _____ Spring _____ Year: _____

Description of Project:

Name of Supervising Faculty Member: _____

Number of Credits (**15 pages per credit**) (maximum of 3 per semester, 6 per year total):

Schedule for Meetings and Development of Work Product:

Method of Grading: _____ Pass/Fail

_____ Letter Grade

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 per year) 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. In general, no professor should agree to supervise independent study projects for more than three students at any one time.
3. 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.
4. Faculty member's approval will normally be final. Independent Study Approval forms are available in Academic Services. This form must be completed by the student, signed by the supervising faculty member, and submitted to Academic Services for approval. Students should distribute executed copies to the supervising faculty member, and keep one themselves. A final signed approval form must be submitted in person to Theresa Kachmar, Student and Alumni Records Specialist in Academic Services, in order for the course 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.
5. 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.
6. 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.