



# Request for Directed Independent Study

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Date \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_ Classification \_\_\_\_\_

GPA at HIU \_\_\_\_\_ If approved, I plan to take this course \_\_\_\_\_  
Semester/Year

Course number	Course Title	Instructor	Number of Units
Description of Proposed Course: (use separate sheet if necessary)			

Approved/Disapproved: Instructor \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Disapproved: Advisor \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Disapproved: College Dean \_\_\_\_\_ Date: \_\_\_\_\_

### GUIDELINES:

1. The underlying principle of an Independent Study course is that it is designed for qualified students to meet specific curricular needs that are not provided for by the regular course offerings.
2. Such courses are normally limited to students (who have completed at least half their program) who have an overall grade point average of at least 3.00.
3. Such courses can be entered upon only with the approval of the instructor involved, the advisor, and the Dean. Proposals must include a full description of the plan of study, not just a title.
4. Such courses can be offered only by regular faculty members and should be taken only by regularly matriculated students. Students should be enrolled full-time.

### PROCEDURES:

1. After reading the above guidelines, if the student believes he/she is qualified, the proposed topic of study should be discussed with the instructor, the advisor, and the student should obtain the signatures of approval. This form must then be submitted to the Dean for approval.
2. If approved by the Dean, copies of this form will be sent to the student, the instructor, and the Registrar.
3. Before instruction begins, the student must obtain all the above signatures of approval and register for the course through the Registrar's Office and the Student Accounts Department.

(see reverse side)

# Directed Independent Study Standards

## Undergraduate

For each unit - 500 pages of reading  
10 pages of writing  
1 hour consultation

## Graduate

For each unit - 750 pages of reading  
15 pages of writing  
1 hour consultation

## IMPLEMENTATION:

### Reading Standard

1. This may be assigned in terms of books, articles, surveys.
2. It is important that this reading be monitored by means of assigned writing, consultations, and/or some other demonstration that the reading has actually been completed.

### Writing Standard

1. Writing may take a number of forms, depending upon the nature/purpose of the study. Summaries, outlines, critical analyses, research and position papers can each fulfill important educational functions.
2. Writing should require the student to demonstrate understanding and illustrate growth. For example, an outline or summary ought to be accompanied by application, critical or comparison statements.
3. This writing is to be typed and formally presented. Poor form should be graded down.

### Consultation Standard

1. Consultation time should be used for preparation and completion of the independent study. In addition, such time can be used for clarification of materials, additional faculty input, discussion of materials read and corroboration of reading assigned.
2. For a three unit independent study, a one hour set-up meeting, a one hour mid-period consultation, and a one hour finishing/concluding session would be appropriate.

## STATEMENT OF EQUIVALENCY

This independent study standard is exactly that - a standard. Some independent study programs may not easily fall into such an exact standard. Therefore, the standard may be used as a measuring point to determine equivalent requirements. Substitute requirements might include time spent in field work, observation, interviewing, oral history facilitation, or trade-off between the reading and writing requirements. Whatever the adjustment, it must be justified in relationship to the standard.