



278 WHITES BRIDGE ROAD, STANDISH, MAINE 04084
ACADEMIC AFFAIRS OFFICE (207) 893-6642

INDEPENDENT OR DIRECTED (TUTORIAL) STUDY FORM (UPDATED APRIL 2019)

NAME: _____ CLASS OF: _____

DEPARTMENT: _____ SEMESTER: _____

TYPE OF STUDY: _____ DIRECTED/TUTORIAL (COURSE MUST EXIST IN CURRENT SJC CATALOG)

_____ INDEPENDENT (COURSE DOES NOT EXIST IN CURRENT SJC CATALOG)

COURSE #: _____ TITLE: _____ CREDITS: _____

REASON FOR REQUEST: _____

IF ENROLLING IN AN INDEPENDENT STUDY, PLEASE DESCRIBE YOUR PROJECT IN DETAIL
INCLUDING THE FOLLOWING ASPECTS:

- * PURPOSE AND OBJECTIVES
- * PLAN AND OUTLINE OF THE STUDY
- * HOW WILL STUDY BE EVALUATED?
- * WHAT IS YOUR TIMETABLE FOR THE STUDY?
- * HOW DOES THIS STUDY APPLY TO YOUR MAJOR?

FOR INDEPENDENT STUDY, PLEASE ATTACH YOUR TYPED PROPOSAL TO THIS FORM. FOR DIRECTED STUDY, PLEASE ATTACH COURSE SYLLABI. ALL
STUDENTS MUST OBTAIN THE APPROPRIATE SIGNATURES LISTED BELOW:

STUDENT SIGNATURE: _____

By signing, you are accepting all financial & academic
obligations incurred from this course.

DATE _____

I _____ INSTRUCTOR: _____

STUDENT MEETS CONDITIONS FOR DIRECTED/INDEPENDENT
STUDY (SEE BACK FOR DETAILS)

DATE _____

DEPARTMENT CHAIR: _____

DATE _____

ACADEMIC DEAN'S OFFICE: _____

DATE _____

ORIGINAL TO: REGISTRAR'S OFFICE **COPIES TO:** DEAN OF COLLEGE

DEPARTMENT CHAIR
STUDENT COURSE INSTRUCTOR

DIRECTED STUDY (TUTORIAL) VS INDEPENDENT STUDY

Directed Study Course (Tutorial)

A Directed Study course or Tutorial course is designed to substitute for a traditional catalog course that is not offered in the semester for which a student wishes to enroll. The material covered is fundamentally the same as that covered in the traditional course. The credits assigned for the directed study course will be equal to the credit value of the traditional course for which it is a substitution. A Directed Study class size will not exceed three students. The Directed Study Form must be completed with approval signatures from the supervising faculty member, the department chair, and the Office of Academic Affairs.

To qualify for a Directed Study, the student must meet the following conditions:

- The course must be required for the student's major/minor
- The course will not be offered during the upcoming fall/spring semester or there is a schedule conflict between two required courses: delaying the student's degree completion.

Course is listed in campus café with catalog course # and section - DS.

Example: BI 310-DS Winter Ecology

Independent Study Course (current definition in catalog)

Independent study is designed to enable a student with demonstrated proficiency to work individually on a project or a reading program. One to four credits may be earned by independent study. Such a program should be carefully worked out by the student in consultation with the faculty member under whose direction it is to be carried out. The Independent Study Form must be completed, and the project plan must be approved with signatures from the supervising faculty member, the department chair, and the Office of Academic Affairs.

To qualify for an Independent Study, the student must meet the following condition:

- Student must have a cumulative grade point average of 3.0 or higher

Course number is listed in campus café as IS 410 with the course title posted as the independent study project/research.

Example: IS 410 Ind. Study: Hegel's Political Philosophy