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Office of the Dean

and

Office of the Registrar

## **INDEPENDENT STUDY**

### **[First Professional Degree Level]**

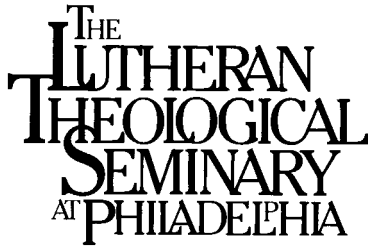
First-professional students who have completed a minimum of ten units may seek to engage in independent reading and research on topics of particular interest to them, which may include an elective course that is not being offered in a term when the student is in residence. Independent studies must be for a full unit of credit, must be registered in the Fall or Spring Semester or over the summer (subject to instructor availability), and are normally limited to one per student per semester. Independent study proposals require the approval of the LTSP Faculty or of the Dean acting on behalf of the Faculty.

An independent study may normally not be used to satisfy a degree requirement or option requirement without the prior written approval of the Dean. If a study is to satisfy a degree requirement and the proposed study supervisor does not regularly offer an LTSP course meeting that requirement, the prospectus must also have the approval of the instructor or area responsible for the requirement.

All work for an independent study is to be completed by the last day of the term in which it is registered, or the normal rules concerning extensions and lateness apply.

### **PROCEDURE**

- 1) Consult with and obtain permission of your advisor. You should normally initiate this conversation well before the registration period for the term in which you hope to do the study.
- 2) Consult with an LTSP faculty member recommended by your advisor in whose field the study is appropriately focused for an initial assessment of the study's viability and a tentative indication by the faculty member of his/her willingness to oversee the project. If no LTSP faculty member can be found to supervise, you may ask the Dean for permission to approach an adjunct instructor or other outside supervisor.
- 3) After securing an approved study supervisor, develop a prospectus for the Independent Study. A prospectus should include:
  - a. A summary statement of the nature of the study: its title, content, and significant issues to be addressed.
  - b. A bibliography.
  - c. The means of evaluation (basis for grading), most typically a paper or series of papers, but consultation with faculty may suggest alternatives.
  - d. The date by which all work is to be concluded by the student and submitted to the instructor. This may not be later than the last day of the term, or the normal rules concerning extensions and lateness apply.
  - e. Written approval of the prospectus by the LTSP instructor responsible for the requirement, if study is to fulfill a degree requirement.
- 4) Register for the course at the appointed time for other registration for the term, using the same form as for all other registrations; this registration will be considered provisional until the proposal has been submitted and the study has been approved by the Faculty. Use the course ID SIS300 for a full-unit independent study, SIS301 for a half-unit study. Show the title as "Independent Study: \_\_\_\_\_[specific title]\_\_\_\_\_." Include the proposed mentoring supervisor as the Instructor. This must be done by the regular course registration deadline in order to avoid incurring late registration fees.
- 5) Submit the prospectus for the study along with the Independent Study Request form (on reverse) to the Registrar, as soon as possible thereafter, but no later than August 31 for the Fall Semester; February 1 for the Spring Semester; or April 1 for Summer Term. Faculty approval will be communicated promptly by the Dean.
- 6) Should an independent study entail additional fees or expenses for experiences/instruction by persons/institutions other than LTSP, such additional fees or expenses will be the responsibility of the student and will be paid directly to the person/institution responsible for such experiences/instruction.



# FIRST-PROFESSIONAL (MDIV/MAR) INDEPENDENT STUDY REQUEST

Request should be submitted to Registrar no later than August 31 for the Fall Semester; February 1 for the Spring Semester; or April 1 for Summer Term.

See procedures and guidelines on reverse.

PROGRAM  MDiv  MAR  Special  Other: \_\_\_\_\_

TERM  Fall  Spring  Summer YEAR \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

TOPIC \_\_\_\_\_

**(A Proposal and Bibliography, as described on reverse, must be attached.)**

STUDY WILL BE EQUIVALENT TO:  1 UNIT (COURSE SIS300)  1/2 UNIT (COURSE SIS301)

DATE BY WHICH STUDY IS TO BE COMPLETED \_\_\_\_\_

|                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|
| NAME OF STUDENT'S FACULTY ADVISOR: _____<br>DATE: _____ APPROVAL _____<br><p style="text-align: right;"><b>Signature of Faculty Advisor</b></p> |
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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NAME OF SUPERVISING PROFESSOR _____<br>EVALUATION CRITERIA _____<br>DATE: _____ APPROVAL _____<br><p style="text-align: right;"><b>Signature of Supervising Professor</b></p> |
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| <input type="checkbox"/> RECEIVED BY REGISTRAR DATE: _____<br><p style="text-align: right;"><b>Signature of Registrar</b></p> |
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| <input type="checkbox"/> APPROVED BY FACULTY <input type="checkbox"/> APPROVED WITH CHANGES<br><input type="checkbox"/> DISAPPROVED BY FACULTY <input type="checkbox"/> PROVISIONALLY AUTHORIZED BY DEAN<br>DATE: _____<br><p style="text-align: right;"><b>Signature of Dean</b></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|