INDEPENDENT STUDY PROPOSAL

All requests for an Independent Study with a Bethany faculty member must be approved by the Educational Policies and Advisory Committee (EPAC). Please complete this form and the required additional attachments (see below). Please secure the consent and signature of a faculty member to serve as the instructor/supervisor for the course and the signature of your faculty advisor. Return the completed form and attachments to the dean. EPAC will act on the proposal and report back to the student and, if the proposal is approved, to the director of academic services.

Please verify the following statements reflect accurately the student’s status (check each one):

I am a degree-seeking student at Bethany or ESR (in the one of the following programs: MA, MA Connections, MDiv, MDiv Connections, or ESR Access).
I have completed at least 12 hours of regular coursework.
Including the credits for this proposal, my program includes not more than 9 credit hours (for MA and MA Connections) or 12 credit hours (for MDiv and MDiv Connections) of “Independent Study.”
I have read the Independent Study Policy (on the back) and integrated its content into my proposal.

Student Name: __________________________ Date: __________________

Proposed Course Title: ______________________________

Number of Credit Hours: (1.0, 1.5, 2.0, or 3.0): __________________ Semester: __________________

Curricular Requirement fulfilled by this Independent Study: ______________________________

Proposed Course Area (circle one): B H M P T  Proposed Course Level (circle one): 100 200 300

Please attach the following:

A course description: one or two paragraphs on the scope, method(s), content, and purpose of this Independent Study.
A list of the goals/objectives for this Independent Study; include typically up to 3 of the appropriate degree program Student Learning Objective(s) (SLOs) that connect with your study.
A detailed outline of the work involved, including: a reading list (full citation and number of pages), paper(s) and/or project(s), number and frequency of meetings with the instructor/supervisor, and/or other components.
A detailed plan for assessing the work submitted by the student, including a final date by which all materials will be submitted. An SLO assessment rubric will be created, and provided to the student and instructor, to be used as one part of the assessment of the work.

Rationale for Proposal (check all that apply)

Course not offered at Bethany or ESR
Course not offered this year at Bethany or ESR
Distance or schedule makes it impossible to fulfill this curricular requirement through regularly scheduled course
Related to method or content of MA Thesis (also requires director of MA Program to sign below)
Other (describe)

Support from instructor/supervisor, advisor, and dean (director of MA Program, if applicable):

I support this course proposal for Independent Study and am willing to serve as the instructor/supervisor.
Instructor/Supervisor Name and Signature: __________________________ Date: __________________

I support this proposal for Independent Study.
Faculty Advisor Name and Signature: __________________________ Date: __________________

I support this proposal for Independent Study.
Dean Signature: __________________________ Date: __________________

I support this proposal for Independent Study, related to the MA Thesis (if applicable).
Director of MA Program Signature: __________________________ Date: __________________
INDEPENDENT STUDY POLICY

• An Independent Study is a curricular option intended to augment regularly offered courses. Independent Studies may be used for a number of reasons: to pursue a topic of particular interest or importance to the student, to supplement an area or topic not explored within the curriculum, to provide focused research related to the MA Thesis, and to make the content of regular courses accessible due to schedule conflicts or course availability. Independent Studies for the Denominational Heritage requirement and the Cross-Cultural Course requirement are handled on separate forms (available from Academic Services).

• All requests for an Independent Study with a Bethany faculty member must be approved by the Educational Policies and Advisory Committee (EPAC). Bethany students desiring an Independent Study from ESR must follow the ESR Independent Study policy. ESR students desiring an Independent Study from Bethany must follow the Bethany Independent Study policy. The academic dean of ESR will be consulted by the academic dean of Bethany when such a request is made by any ESR student.

• Bethany students are eligible to undertake an Independent Study if they are enrolled in a degree program (MA, MA Connections, MDiv, MDiv Connections), after they have completed at least 12 semester hours of regular coursework, and if they have demonstrated ability to do independent research and writing. CATS and Occasional Students may not register for Independent Studies.

• An Independent Study will not duplicate courses offered during a given year at Bethany or ESR, except in the case of students whose schedule and/or location makes it impossible to take advantage of such regularly offered courses.

• EPAC will track the frequency and topics of all Independent Studies with Bethany faculty members.

• Bethany students may register for up to 6 credit hours from Independent Studies in one academic year. The total number of credits gained for a degree program through Independent Study must be no more than approximately 15% of total degree credits (9 credits for MA and MA Connections; 12 credits for MDiv and MDiv Connections).

• Bethany students may register for an Independent Study through Bethany for variable credit hours: 1.0, 1.5, 2.0, 3.0. The expected work will be appropriate to the number of credits. ESR students may register for 3.0 credit hours.

• Appropriate reading for an Independent Study of 3 credits will normally consist of approximately 1500 pages. A lesser number of pages may be appropriate when the course includes some structured learning experience as well as reading.

• An Independent Study will typically include reading, a written project or other product that demonstrates the student’s learning, and scheduled meetings with the faculty instructor/supervisor.

• Independent Studies may be structured either as a course by an individual student or as a group of students involving peer interaction. If a group of students wishes to do an Independent Study together, each student will submit a coordinated proposal and register separately, and the dean will discuss the group proposal with the intended faculty instructor/supervisor, especially in terms of teaching load.

• A faculty instructor/supervisor supported by the dean and approved by EPAC will oversee an Independent Study. The instructor/supervisor may be either a regular member of the faculty or another qualified person approved by the Dean to serve in that role. In the latter case, a regular member of the faculty will be designated as the contact person for the outside instructor/supervisor.

• Bethany faculty members carrying a regular teaching load may serve as instructor/supervisor for up to two Independent Studies (typically 6 credits total) each term. Exceptions will be negotiated with the dean.

• Students will submit a proposal on the form found on the back of this sheet, including all required information, attachments, and signatures, to the dean who brings the request to EPAC.

• The proposal must be approved by EPAC prior to the student beginning the work outlined in the proposal.