



## THE DEPARTMENT OF COMMUNICATION STUDIES APPLICATION FOR INDEPENDENT STUDY ENROLLMENT - COM 391

### **How to Apply for an Independent Study**

To for an independent study in Communication Studies, you must complete the following steps:

1. Read the attached guidelines for applying for an independent study.
2. Complete and sign the attached Independent Study Enrollment Form, complete with proposal and faculty sponsor signature.
3. Upload via our web link, or email completed form to the Program Assistant for the approval of the chair. This can take up to two a weeks.

Once your application is approved, your form will be sent to the Assistant Dean of the School of the Arts & Communication. From there, the Assistant Dean will either approve or deny your application. If your application is approved, it will be sent to the Office of Records and Registration so that you will be enrolled in your independent study in PAWS.

- This can take up to two weeks to appear in PAWS. You will be notified about the status of your application only if it is rejected.

### **Independent Study: Statement of Purpose**

Independent study should be used for individual pursuit of topics within or beyond a student's major field of study which transcend the regularly available curriculum. It will normally involve research, primary source reading, or field work. When planning for independent study, the student and his or her advisor should strive to maintain a balance between this mode of study and other elective courses. A disproportionate number of independent study courses will tend to prevent a student from taking other elective courses which are equally important to scholarly development.

### **Credit and GPA Guidelines and Requirements**

Matriculated students who have completed at least 14 course units are eligible for independent study. At least four of the course units must have been completed at The College of New Jersey. A minimum grade point average of 2.5 is required, subject to waiver by the departmental chair. The faculty sponsor is responsible for checking the student's grade point average and determining that the student has the ability to plan and execute a long-range project. Departments may establish additional criteria for initial approval of, and supervision of, independent study projects.

### **The Independent Study Project**

An independent study contract consists of two parts--the proposal and the enrollment form to be developed by the Office of Records and Registration.

The student will prepare a written proposal containing the following information:

1. A detailed description of the project,
2. The amount of time devoted to each major aspect of the project,
3. A description of prior course work or other experience which prepares the student for the proposed activity,
4. The frequency and duration of meetings with the faculty sponsor,
5. Dates for completion of project milestones where applicable.

The methods by which the student's work will be evaluated must be clearly stated in the proposal. Some appropriate forms of evaluation include a paper, a performance, and/or a presentation. To determine the number of credits, the guideline of a minimum of 12 hours of effort per week per course unit shall apply.

### **Credit Hour Limits**

A student may enroll in no more than six credits of independent study in a given semester. A department may limit the number of independent study credits which a student is permitted to complete within that department's programs.

### **Distinction Between Independent Study and Special Arrangement Courses**

There is a clear distinction between independent study courses and special arrangement courses. A special arrangement course is an experience in which the student covers the content of a regularly scheduled course through individual study under the guidance of a faculty sponsor. The approach is to be used only when scheduling difficulties would otherwise prevent the student from completing his or her program of study in a timely manner. Enrolling in a special arrangement course requires signed authorization by the chair of the department offering the course and the dean of the school. Permission for a special arrangement course will not be granted during a semester in which the regularly scheduled course is available.

Special arrangement courses will be designated as such on the student's transcript by the following statement:

"Requirements for this course were met through individual study under the sponsorship of a qualified faculty member."

### **Other Notes**

- **All independent study applications must be submitted before the end of the add/drop period each semester.**
- Students who wish to receive credit for an independent study in the summer are required to pay tuition for those credits.



The College of New Jersey  
Office of Records and Registration  
P.O. Box 7718, Ewing, NJ 08628-0718  
Phone: (609)771-2141 Fax: (609)637-5184

**INDEPENDENT STUDY OR INDEPENDENT RESEARCH  
ENROLLMENT FORM**

Last Name:  First Name:  MI:  PAWS ID:

Phone:  TCNJ E-Mail:  Major

Address  City  State  Zip Code

*Do not use this form to establish a course to be taught as a special arrangement. Independent study is not to be substituted for a regular course. Special Arrangement Enrollment Forms are available from and must be submitted directly by the Academic Department to the Office of Records and Registration.*

SEMESTER:  Fall  Spring  Winter  Summer  Year

COURSE ID:  SECTION ID:  (For Records and Registration only)

INSTRUCTOR:  DEPARTMENT

Will this enrollment move the student from part-time to full-time status?  Yes  No

NUMBER OF UNITS:  Undergraduate- not to exceed 1.5 units  
Graduate- not to exceed 9 credits

OVERLOAD REQUIRED:  Yes  No

GPA:  Undergraduate- Independent Study: must be 2.5 or higher  
Independent Research: must be 3.0 or higher  
Graduate- must be 3.0 or higher

SWAP OUT OF:

**UNDERGRADUATE ONLY:** TOTAL EARNED COURSE UNITS:  Undergraduate students must have completed at least 12 units total and at least 4.00 units must be from TCNJ.

INDEPENDENT STUDY TOPIC (topic prints on transcript - max 30 characters)

**INDEPENDENT STUDY SUMMARY PROPOSAL**

(If more room is needed, attach a proposal summary to this form. A full proposal documenting course of study must be filed with the instructor only.)

INDEPENDENT STUDY COUNTS AS:

- In-Major Requirement for: \_\_\_\_\_ Requirement
- General Education for: \_\_\_\_\_ Requirement
- Elective Credit

**PLEASE SIGN AND DATE WHERE INDICATED. ALL SIGNATURES MUST BE COMPLETED BEFORE REGISTRATION WILL BE PROCESSED:**

Student: \_\_\_\_\_ Date:

\* By signing this form, I acknowledge that I am responsible for the payment of all tuition and fees associated with the number of units earned from this course.

Instructor: \_\_\_\_\_ Date:

Department Chair (or Designee): \_\_\_\_\_ Date:

Dean (or Designee): \_\_\_\_\_ Date: