



### **Petition for Independent Study Course**

In an independent study course, a student works with a faculty mentor in a context other than typical classroom instruction. An independent study project provides great flexibility for teaching and learning. However, an independent study project must be as academically rigorous as any other BALS course, and it is the responsibility of the student and faculty mentor to document, in advance, that the independent study course will meet that standard. A 3-credit independent study project must embrace content comparable to that of a 3-credit traditional class, which typically would feature 37.5 hours of class meetings and 75 to 112.5 hours of homework; a 4-credit independent study project must embrace content comparable to that of a 4-credit class, or about 50 hours of class meetings and 100 to 150 hours of homework. By signing this form, the faculty member and the student attest, under the university's Honor Code, that the amount of planned work for the project is consistent with these standards.

#### **Instructions**

1. Setting up an independent study project takes time and effort. The principal responsibility is the student's: Do not wait until the last minute. The deadlines below will be enforced strictly. Plan accordingly.
2. A student ordinarily will not be approved for more than one independent study course in a given semester. To request an exception to this standard, the student must write a letter to the Associate Dean describing the extraordinary conditions that warrant an exception.
3. If the independent study course will result in the student taking more than 11 credits in the semester, the student also must submit a Permission for Overload petition.
4. The student meets with a prospective faculty mentor. Together, you should fill out this Petition for Independent Study Course form. Both the student and faculty mentor must sign it. Completely fill out all parts of the form. Incomplete forms will not be approved.
5. The student brings the signed Petition for Independent Study Course form to the BALS program office at 640 Massachusetts Ave NW. The petition must be submitted at least one week before the start of class of the semester. The BALS Program will not allow exceptions to this deadline.
6. If the BALS program approves the petition, the student will be given a signed registration form for the project.
7. The student must bring the signed registration form to the Registrar's office in White-Gravenor Hall. You cannot add an independent study project online; you must bring the paper form to the Registrar. This is the student's responsibility, and this must be completed by the first day of class of the semester. The BALS Program will not allow exceptions to this deadline.
8. After registering, be sure to pay the appropriate tuition on [myaccess.georgetown.edu](http://myaccess.georgetown.edu).

**GEORGETOWN UNIVERSITY**  
**SCHOOL OF CONTINUING STUDIES**  
**BACHELOR OF ARTS IN LIBERAL STUDIES PROGRAM**  
**Petition for Independent Study Course**

Student's Name \_\_\_\_\_

Student's GU ID # (starts with 8) \_\_\_\_\_

Faculty mentor name \_\_\_\_\_

Faculty mentor GU ID# (starts with 8) \_\_\_\_\_

Project title \_\_\_\_\_

Semester \_\_\_\_\_ Number of credits \_\_\_\_\_

Total number of credits to be taken this semester \_\_\_\_\_

State clearly the content of proposed study, its nature and scope.

If this independent study course duplicates a course that is offered face-to-face, the student must justify taking the course as an independent study course. Be specific. Attach documentation as appropriate.

Indicate this project's relevance to the student's degree requirements. Should the course carry credit as a course in the student's concentration, as a human-values course, as a non-Western studies course, or for some other degree requirement? Justify this assertion.

State specific, measurable learning objectives for this project. For each learning objective, indicate the specific assignments or other mechanisms through which the student's learning will be demonstrated and documented. Attach additional pages if needed for additional learning objectives.

List specific dates, times and locations for all planned meetings between student and mentor. (TBA is not acceptable.)

On average, approximately how many hours of reading and other academic work are expected of the student each week for this project?

List all readings and when they are to be completed. Be sure the amount of reading is appropriate for the desired number of credits.

List all papers or other deliverables and when and how they are to be submitted. Indicate the policy for late submissions and associated grade penalties, if any.

How will the student's course grade be determined? List all assignments and other graded components in the course and their relative weights in determining the course grade. Indicate how numerical grades will be converted into a letter course grade.

Provide a weekly breakdown of topics to be covered by the student.

## **Endorsements**

I request that the BALS program grant me permission for the above project.

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

I endorse the above project and certify that it is the academic equivalent of a traditional face-to-face class. I agree to serve as the student's mentor. I have discussed course management procedures with the student, including course deadlines and academic integrity.

Signature of faculty mentor \_\_\_\_\_ Date \_\_\_\_\_

Approved for BALS program

Signature of associate dean \_\_\_\_\_ Date \_\_\_\_\_