



WHEELING
UNIVERSITY

INDEPENDENT STUDY / TUTORIAL CREDIT
Wheeling University

Student Name: _____ Student ID: _____

Major: _____ Academic Advisor: _____

Semester: Fall Spring Summer Year: _____ Date: _____

Department: _____ Faculty Member: _____
granting credit overseeing project

Course ID: _____ Credit Hours: _____
SUBJ-### requested

Course Title: _____
must describe content

INDEPENDENT STUDY
a course not listed in regular course offerings.

TUTORIAL CREDIT
a course listed in the catalog but not currently offered.

Registration of tutorial and independent study courses must be on file in the Registrar's Office before completion of the second week of the semester.

By signing this form, I agree to take this course for credit and complete the academic course requirements.

Student Signature: _____ Date: _____

APPROVED BY:

Instructor Signature Date

Advisor Signature Date

Department Chair Signature Date

Honors Council Signature Date

Chief Academic Officer Signature Date

Registrar Office Use Only Processed Date: _____ Initials: _____

SEQUENCE FOR OBTAINING INDEPENDENT STUDY OR TUTORIAL CREDIT

Independent Study: A study project that lies outside the regular course offerings.

Tutorial Credit: Any course currently listed in the catalog but not currently being offered.

RESPONSIBILITIES AND FUNCTIONS OF PARTICIPATING PARTIES

STUDENT:

- Obtain permission from academic advisor to seek Independent Study or Tutorial credit.
- Find a Wheeling Jesuit University faculty member who agrees to serve as the Faculty Supervisor. The Faculty Supervisor must be in the department in which the student expects to receive credit.
- Complete the enclosed forms, obtain the necessary signatures and submit, depending on division, to the appropriate Academic office.
- This course will not be added to your schedule until the completed paperwork is submitted to the Registrar's Office.

FACULTY:

- Evaluate the potential student and the student's independent study or tutorial interest.
- Assure that student is academically qualified.
- Acquire approval from chief academic officers prior to processing paperwork if you choose to be paid.
- Participate in establishing meaning learning objectives with students for the course.
- Establish a number of credits to be awarded and grading expectations.
- Assist student in completing the "Request for Independent Study or Tutorial Credit" form and "Independent Study/Tutorial – Learning Plan".
- Evaluate student's assignments and progress.
- Assign grade based on the achievement of learning objectives and the quality/completeness of the work assigned.

ADMINISTRATION:

- Approves, if appropriate, the Independent Study or Tutorial
- Submits the original completed forms to the Registrar and copies to the student and faculty supervisor.

COURSE TIME PLAN

Must submit the following form or attach a course syllabus.

	DUE DATES Record the end date for each week	ACTIVITIES & ASSIGNMENTS
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		
Week 14		
Week 15		

Note: Some courses may be designed to be longer or shorter than a traditional term; if so, adjust the form as needed.

*TUTORIAL – STOP HERE
INDEPENDENT STUDY – COMPLETE LEARNING PLAN ON BACK PAGE*

INDEPENDENT STUDY – LEARNING PLAN

Name: _____ Student ID: _____

Course ID: _____ Title: _____
(The Title must describe the course content and should not use the words Independent Study.)

Course Description:

(For Independent Studies only – a summary of the course as it would appear in a catalog)

Objectives: What will the learning outcomes be?

- Use terms such as “knowledge of”, “ability to”, “understanding of” and the like
- Objectives should be measurable at the end of the course

Activities/Assignments: How will these outcomes be accomplished?

- Combine theory (mastery of literature on the subject) with understanding of and practice in its application
- Include readings, topical papers, exams, research, observations, and/or journals, etc.
- List bibliography of course readings and other resources in this space
- Complete course time plan on back of this form

Evaluation: What measurements will be used to determine if the outcomes have been achieved?

- List grading system used and how each activity will contribute to the final grade.