

INDEPENDENT STUDY UNDERGRADUATE

NAME

(Please Print)

Last

First

Middle

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Student ID Number

Major / Graduation Year

Date of Request

STEPS

1. COMPLETE THIS FORM
2. OBTAIN REQUIRED SIGNATURES
3. ATTACH A PROJECT DESCRIPTION **which must include:** a project narrative; proposed learning outcomes and objectives; number of credits sought; the number and timing of meetings between the student and faculty; the method of assesment.
4. RETURN TO THE OFFICE OF THE REGISTRAR BY THE ADD/DROP DEADLINE

SUBJECT

SEMESTER

INSTRUCTOR NAME

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STUDENT SIGNATURE: _____ DATE

INSTRUCTOR SIGNATURE: _____ DATE

DEPARTMENT CHAIR SIGNATURE: _____ DATE

REGISTRAR SIGNATURE: _____ DATE

REGISTRAR USE

PROCESS DATE _____

INITIAL _____

COURSE CODE

SEC

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MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN

REGISTRAR'S OFFICE
621 HUNTINGTON AVENUE
BOSTON, MA 02115

P. 617 879 7272
F. 617 879 7270

INDEPENDENT STUDY POLICY

UNDERGRADUATE

Independent Studies are designed to provide students with an opportunity to pursue a specific project which cannot be done in the structure of an established class.

An Independent Study is generally considered to be the equivalent of a 3-credit course in terms of scope of project and amount of contact between a student and faculty member. Exceptions to this are considered on a case by case basis by the department in which Independent Study credit is sought. For instance, some projects needing formal Independent Study support may be compact enough to earn 1 or 2 credits rather than 3. (Some combination of independent work and contact with faculty should amount to 45 hours per credit.)

It is expected that a student enrolled in an Independent Study course will confer with their Grading Faculty Member as often as may be appropriate to the project and the number of Independent Study credits sought. Generally, for a 3-credit Independent Study course, the student and faculty member would meet a minimum of 6 hours over a semester (prorated for other credit values). An Independent Study Request Form must be filed with the Office of the Registrar by the Add/Drop Deadline.

The form must be accompanied by a Project Description which itself must include:

1. Project Narrative
2. Proposed Learning Outcomes and Objectives
3. Number of credits sought
4. Number and timing of meetings between the student and faculty
5. Method of assessment