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Office of Graduate Studies
and
Office of the Registrar

INDEPENDENT STUDY

Course # SIS700G (DMin-Level)

Course # SIS800G (STM-Level)

Course # SIS900G (PhD-Level)

Advanced degree students (STM/DMin/PhD) may negotiate independent studies only after consulting with and gaining the permission of their advisors and/or supervisory committees and the Director of Graduate Studies.

The independent study proposal requires the approval of the Director (in consultation with the Dean, as appropriate) in advance of the term in which it is to be pursued. Approvals are limited by staff availability; no faculty person shall normally be responsible for more than one advanced-level independent study each semester. If the student proposes to engage an independent study supervisor who is not a full-time faculty member at LTSP, advance consultation with the Director is required.

All work for an independent study is to be completed by the last day of the term in which it is registered, or the normal rules concerning extensions and lateness apply.

PROCEDURES

- 1) **Consult with and obtain permission of your advisor or supervisory committee and the Director of Graduate Studies.**
- 2) **Consult with a faculty member** in whose field the study is appropriately focused for an initial assessment of the study's viability and a tentative indication by the faculty member of his/her willingness to oversee the project. If the faculty member consents, develop a prospectus for the Independent Study. A prospectus should include:
 - a) A summary statement of the nature of the study: its title, rationale, objectives, and strategies.
 - b) A bibliography of no fewer than 10 books (15 books for PhD students).
 - c) The means of evaluation (basis for grading), most typically a 30–35-page paper (40–50 pages for PhD students), though consultation with faculty may suggest alternatives.
 - d) Credentials of study supervisor, if not a full-time LTSP faculty member (see Director of Graduate Studies for proper form)
- 3) **Register for the course** at the appointed time for regular course registration for the term, using the same form as for all other registrations; this registration will be considered provisional until the proposal has been submitted and approved by the Director of Graduate Studies on behalf of the Faculty. Use the course identifier "SIS_00G," as appropriate to your level, on the term registration form and show the title as "Independent Study: _____[specific title]_____." Include the proposed mentoring supervisor as the Instructor. This must be done by the regular course registration deadline to avoid incurring late registration fees.
- 4) **Submit the prospectus** for the study **along with the Independent Study Request form** (on reverse) to the Registrar as soon as possible, but no later than August 31 for the Fall Semester; January 1 for January Term; February 1 for the Spring Semester; or June 1 for Summer Term. Formal approval of the study will be communicated promptly by the Director of Graduate Studies.
- 5) Should an independent study entail additional fees or expenses for experiences/instruction by persons/institutions other than LTSP, such additional fees or expenses will be the responsibility of the student and will be paid directly to the person/institution responsible for such experiences/instruction.



ADVANCED-LEVEL INDEPENDENT STUDY REQUEST

Refer to procedures and guidelines on reverse, including submission deadlines.

PROGRAM: STM DMin PhD Other: _____

TERM Fall January Spring Summer YEAR _____

DATE SUBMITTED: _____

STUDENT NAME _____

ADDRESS _____

TELEPHONE _____ E-MAIL _____

TOPIC _____

(A Proposal and Bibliography, as described on reverse, must be attached.)

NAME OF SUPERVISING PROFESSOR _____
EVALUATION CRITERIA _____
DATE: _____ APPROVAL _____
Signature of Study Supervisor [Emailed approval may be <u>attached</u> in lieu of signature.]

____ RECEIVED BY REGISTRAR	DATE _____	_____
Signature of Registrar		

____ APPROVED	____ APPROVED WITH CHANGES	____ DISAPPROVED
DATE: _____	_____	
Signature of Director of Graduate Studies		

For Office Use Only:
Copies to: Student Study Supervisor Registrar