Student Information:
An Independent Study (IS) course is a course taken with faculty supervision for knowledge enhancement beyond the courses offered in a particular area of interest. In rare cases, when scheduling or other conflicts exist, a regular course may be taken as an independent study.

A student who has completed at least 60 semester hours of academic work toward a bachelor degree may elect to take a course through Independent Study. Independent Study courses may be used in the in the Areas of Study and General Distribution area and may be used to enhance courses in the major. No more than twelve semester hours may apply to the baccalaureate degree. Students who have completed 30 semester hours of academic work toward the associate degree may take no more than six semester hours toward the associate degree. Students in master’s degree programs of 30 hours or more may take no more than six semester hours toward their degree. Prior permission of the Senior Associate Dean is required.

Requirements:
1. All Independent Study projects must be submitted to the Director of Student Services, reviewed by the Academic Program Chair or assistant chair and approved by the Senior Associate Dean before work begins.

2. A faculty member must be designated by the Academic Program Chair or assistant chair and approved by the Senior Associate Dean. If the independent study is in a liberal arts subject area, the student must confer with the Liberal Arts Program Coordinator prior to the selection of a faculty member. The student will be notified when the subject matter and the faculty member have been approved.

3. The student must submit a written learning contract detailing the expectations and requirements for the completed independent study project, including the number of credits to be earned and a time-line for completion agreed upon with the faculty member before the work begins. A sample learning contract will be provided.

4. The course approval and registration process must be completed by the regular registration deadline. Payment for the course is due by the end of the first week of classes. Registration will be completed by SPCS office and confirmed in writing by letter or email.

5. Students are expected to meet at least weekly with the instructor. Students should expect to spend at least the same amount of time for an Independent Study course as he/she would spend for an in-class course.

6. The supervising faculty member must be within the department sponsoring the independent study, and must have appropriate expertise in the area.

Approval of the Director of Student Services, Instructor, Student, and the Senior Associate Dean must be received prior to registration for or beginning work on an Independent Study project.
How to Apply:

Address a letter of request to:

   Director of Student Services  
   School of Professional and Continuing Studies  
   University of Richmond, VA  23173

In your letter, include the following:

1. Your full name, University ID number and complete address.
2. Rationale for Independent Study.
3. Statement regarding topic to be studied and number of semester hours credit to be earned.
4. Faculty member with whom you plan to study. Has the individual been approved in accordance with #2 of the Requirements above? Have you spoken with this faculty member?