

PROCESS AND PROCEDURES GOVERNING INDEPENDENT STUDIES

PROCESS

1. Approval of Independent Studies Proposals
 - A. All Independent Studies proposals must be approved by the appropriate Associate Dean, the Senior Advisor for the project, and any other advisors. All advisors will be appointed by the Associate Dean.
 - B. Independent Studies proposals must be fully approved before the student will be given permission to register for the course.
2. Conduct of the Independent Studies Project
 - A. The student will execute the Independent Studies Project in accordance with the approved program and schedule.
 - B. All changes in the program must be approved by the Associate Dean and all advisors.
 - C. The Senior Advisor will have administrative responsibility for the conduct and execution of the project. He/she will be responsible for organizing formal reviews and evaluations.
3. Reviews and Evaluations
 - A. Interim reviews of the progress of the project will be held in accordance with the approved program schedule. Additional reviews may be held upon the students request or the request of the Senior Advisor with the concurrence of the parties concerned.
 - B. The final review for evaluation will be held in accordance with the approved proposal. The Senior Advisor will be responsible for organizing and conducting the final evaluation review. The Senior Advisor will be responsible for completing the proposal forms and for submitting the final grade to the Registrar.

PROCEDURES

1. Students wishing to engage in an Independent Studies project are to discuss their idea with the Associate Dean and a member of the faculty who will agree to be an Advisor for the project. If the idea is acceptable, the student will submit a formal

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proposal for the project. This proposal will be submitted in the proper format on the appropriate form (attached). The proposal is due the Friday before the add/drop deadline of the semester in which the student is registering for the Independent Studies Project. The proposal will contain the following information

- A. Student name.
 - B. The date the proposal is submitted.
 - C. The names of the proposed advisor(s) for the project.
 - D. A detailed statement of the nature and goals of the project the student wishes to undertake, the learning objectives of the project, and the method by which the project is to be completed.
 - E. A schedule of the work to be done with specific dates for the completion of each phase, including the deadline for final submission and/or review of the project.
2. Once the proposal has been signed by all the advisors involved, and by the Associate Dean, the student will give one copy to the Senior Advisor and to each of the other advisors, keep one copy, and give the original to the main office to be placed in his/her file. The school administration will determine the course number.

NOTE: THE STUDENT MAY REGISTER FOR THE INDEPENDENT STUDIES COURSE ONLY AFTER THE PROPOSAL HAS RECEIVED THE REQUIRED SIGNATURES.

3. The Senior Advisor will then conduct the project as prescribed by these procedures in accordance with the approved proposal.
4. For the final evaluation review, the Senior Advisor may invite the participation of as many other persons as may be agreed upon between the student and the Senior Advisor.
5. The Senior Advisor will submit the final grade on Cardinal Station.
6. In the case of any disagreement between the student and the advisors on the interpretation of the program, or the conduct of the project, the Associate Dean will consult with the parties involved and render a decision. The decision of the Associate Dean will be final and not subject to appeal.

Due the Friday before the add/drop deadline of the semester in which the student is registering for the Independent Studies Project

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STUDENT NAME: _____ ID # _____

EMAIL _____ DATE _____

I propose to undertake an Independent Study counting for 3/6 credits, to be used as a
 required program course or elective.

I will take this Independent Study during the _____ semester of
20_____.

Attach STATEMENT OF PROPOSED PROJECT. Describe the nature and goals of the project, list the intended learning objectives, and describe the method by which the project is to be completed.

Attach PROJECT SCHEDULE: Include dates and requirements of interim and final reviews and presentation. Note that for each credit received, a student is expected to invest 45 hours over the course of a semester. Therefore, a 3-credit independent study carries an expectation of 135 hours total.

Student	_____	_____	_____
	Signature	Printed Name	Date

Faculty Advisor	_____	_____	_____
	Signature	Printed Name	Date

Faculty Advisor	_____	_____	_____
	Signature	Printed Name	Date

Assoc. Dean	_____	_____	_____
	Signature	Printed Name	Date

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