SACRED HEART MAJOR SEMINARY

Petition for an Independent Study

COMPLETED BY STUDENT

PERSONAL INFORMATION

Student ID No.	First Name	Middle Initial	Last Name

Address	City	State	Zip Code

Email Address	Home Phone	Cell Phone

☐Check this box if any of the above information is new.

COMPLETED BY FACULTY SPONSOR

COURSE INFORMATION

Semester/Year

☐ Fall _____ ☐ Winter _____ ☐ Spring _____ ☐ Summer _____

Department	Course No. *(Office of the Registrar Use Only)*	Course Title

Credit Hours	Semester Contact Hours *(minimum of 3 hours per credit)*	Instructor

Learning Outcomes

Required Readings

Means of Assessment

APPROVALS

Student's Signature		Date:
Instructor's Signature		Date:
Dean of Studies Signature		Date:

Rev. 8/31/15
Approved by the Theology Faculty 9/8/15
Approved by the College Faculty 9/22/15

SACRED HEART
MAJOR SEMINARY

PROCEDURES FOR INDEPENDENT STUDY COURSES

Please read these instructions carefully before completing this form.

1. *An independent study is intended for an elective course which the seminary does not regularly offer.* An independent study is restricted to *graduate* students only, unless otherwise approved by the Dean of Studies. A student may *not* exceed six credits of independent studies that apply towards his/her degree program; an exception to this rule must be approved by the Dean of Studies.

2. In order to initiate an independent study, the student and the faculty sponsor discuss and mutually agree upon the particulars. A student's independent study workload must equate to a minimum of 45-hours per credit (including face-to-face contact hours).

3. The student obtains a "Petition for an Independent Study" form, available in the Office of the Registrar.

4. The student and the faculty sponsor complete all sections of the form and sign where indicated. The faculty sponsor may attach a syllabus in lieu of completing the "Course Information" section; all attachments must be initialed by the student and instructor. Both parties should retain copies of all independent study paperwork.

5. The faculty sponsor submits the completed form to the Dean of Studies for signature, who then submits the signed form to the Office of the Registrar for registration.

6. Independent study courses adhere to the dates listed in the academic calendar.

Rev. 8/31/15
Approved by the Theology Faculty 9/8/15
Approved by the College Faculty 9/22/15