

Virginia Wesleyan College

Office of the Registrar

Application for Guided Study, Independent Research, and Tutorial

PLEASE PRINT CLEARLY

Date: _____

Student's name: _____ ID: _____

I wish to undertake the following during the Fall Spring Summer of 20[].

Check one below:

Guided Study - a brief description of your proposed course must be attached.

Minimum requirements: jr status; 2.0 cpa

300 level **OR** 400 level

Pass/fail **OR** Traditional grading

_____ credits

_____ Dept

_____ Title

Independent Research - a brief description of your proposed course must be attached.

_____ Minimum requirements: jr status; 2.5 cpa; 3.0 major gpa

300 level **OR** 400 level

Traditional grading only

_____ credits

_____ Dept

_____ Title

Tutorial - Active catalog course not offered in current schedule. **Credits cannot be changed.**

Reason for taking tutorial: _____

_____ credits (See Catalog for appropriate credits.)

_____ Dept

_____ Catalog Number

_____ Title

MAXIMUM CREDIT: 3 credits for Guided Study OR Independent Research

Student's Signature

Instructor's Signature for proposed course

Adviser's Signature

Division Chairperson's Signature
Humanities **or** Natural Sciences/Mathematics **or**
Social Sciences

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INSTRUCTIONS FOR GUIDED STUDY/INDEPENDENT RESEARCH AND TUTORIAL

College policies on Guided Study and Independent Research projects are found in the *VWC Catalog*. A tutorial is a catalog course not offered in the current schedule but is needed by one or more students.

To apply for a guided study, independent research, or tutorial the student:

1. Consults with their adviser about the desirability of undertaking a course,
2. Completes the application on the reverse,
3. Writes a proposal (for guided studies and independent researches **only**) of the intended project,
4. Submits the application and proposal to their adviser, instructor, and the appropriate division chairperson for approval, in that order,
5. Returns completed form to the Registrar's Office for processing.

Additional information for the following may be found in the *VWC Catalog*

TUTORIAL

Department, course number, and credits for tutorials are located in the *VWC Catalog* for the desired course. Credits cannot be changed for tutorials.

GUIDED STUDY

A one-on-one study with the instructor of your choice.

INDEPENDENT RESEARCH

- Minimal faculty supervision
- Results of research presented orally before the instructor of research and two other faculty members agreed upon by student and your instructor.
- Used for satisfying Latin honors for *summa cum laude* candidates

Assigning numbers for Guided Study or Independent Research

The Registrar's Office will assign the course number for guided study and independent research courses for the middle and third digit as follows:

1. The second digit will be 9.
2. The last digit will be assigned according to the semester in which the work is to be undertaken: 0 summer term, 1 fall, 2 spring.