

## ***Guidelines for Independent Study (4995) Courses***

Independent Study (4995) courses offer students the opportunity to engage in more intensive study of special topics under the supervision of a faculty member. These courses may be used to grant students credit for serving as researchers in faculty labs or on faculty research projects when

- 1. the student is conducting independent research under the supervision of the faculty member, or*
- 2. the type of work done by the student clearly advances his/her educational objectives.*

Faculty and students arranging an Independent Study course should adhere to the following guidelines for all 4995 courses:

- \*These courses are intended for reading and independent student research. A 4995 course should be used to grant a student credit not for serving as a lab assistant but rather for conducting independent research or interpreting/analyzing research data under the supervision of the faculty member.
- \*All 4995 courses must be described via a complete syllabus or written course or project plan that contains a clearly articulated set of instructional goals and a detailed plan for assessing whether those goals are achieved. This document should also include a calendar of meetings between faculty and student as well as assignment deadlines.
- \*The course must include a culminating writing or research project reflecting the knowledge gained in the course.
- \*All 4995 courses should include face-to-face meetings with faculty, in addition to individual reading and research. Distance learning is discouraged in 4995 courses.
- \*These courses are typically available only to juniors and seniors.
- \*A 4995 course is typically available only to a student who has declared a major or minor in the subject area of the course proposed, and who has completed at least 12 hours in that department.
- \*These courses are not to be used as substitutes for regularly scheduled courses or required courses for either the University Core of Common Studies or the College Curriculum.
- \*All 4995 courses are to be taught only by regular full-time faculty. If this is not the case (e.g., where a student's work is done in a laboratory off campus), departments proposing 4995 credit for the experience must ensure academic quality by providing secondary student mentoring by a Marquette faculty member, by requiring a plan for the proposed research, and by requiring a written record of the research results.

The deadline for approval of 4995 courses by department Chairs is the close of late registration. Late requests for 4995s must be approved by the Associate Dean for Academic Affairs and will be granted only in unusual circumstances. Departments may establish an upper limit on the number of hours earned in 4995 courses which may be applied to a major or minor; departments may also establish a minimum grade point average for enrollment in 4995 courses, as well as additional guidelines as appropriate.