

# SPECIAL ENROLLMENTS

## Directed Reading (470)

Directed Reading is an option in the major or minor for students who possess a 3.0 cumulative GPA and who have reached junior class standing. Students must secure the permission of the faculty member with whom they will be working as well as the dean of the school in which the study will be taken. Eligible students must complete the application form as well as a proposal of the title, tentative bibliography, nature and scope of the work to be accomplished before registering.

For each credit of Directed Reading desired, 1,500 pages of reading are required. Grades of "A" through "F" are assigned. The student is responsible to assume the initiative in completion of the course. Directed Reading courses may not be substituted for courses listed in the catalog.

A Directed Reading course not finished in the semester for which the student enrolled may be given an incomplete. If unfinished by the deadline by which the incomplete must be removed (see Incomplete Grades), the grade will be changed to an "F."

Faculty members are limited to a total of two Independent Studies and/or Directed Readings during a given semester. Deans will be responsible for determining the appropriateness of the study plan and credits to be awarded for the Directed Reading. The faculty and student will interact on a regular and substantive basis to assure progress of the directed reading. A fee of \$95/credit hour will be charged to the student for each Directed Reading.

## INDEPENDENT ENROLLMENTS

**Definition** - Independent Enrollments (IEs) are courses where students are individually and independently registered in a regularly-offered, catalogued course within a semester that the course is not offered. An exception may be granted if there is an unresolved course scheduling conflict with another course and the student cannot take either of the classes in conflict during a future semester.

**Course Content** - The syllabus should be equivalent (not necessarily identical) to the regular offerings of the course including texts, assignments and grading criteria. The faculty member is required to meet with the student no fewer than four times during the semester of the IE (virtually or in person). IEs are not available for j-term courses.

**Process** - Each IE must be proposed by a faculty member using the online forms at the Registrar's office section of MyCU. A faculty member cannot do more than two courses of independent enrollments in one semester.

The appropriate dean will review each request for an IE and:

- Approve courses equivalent in content/resources/assignments/grading criteria to the regular offerings of the course.
- Approve courses absolutely necessary for the student to meet learning goals in an appropriate time frame.
- Deny requests deemed not necessary because of student convenience, student error or avoidance of a particular faculty member.

Once the request is approved, the online form is submitted to the Registrar's Office to complete the enrollment.

The payment to the faculty member for the IE is \$95/credit hour. This fee is passed along to the student unless there is a demonstrated

responsibility on behalf of the institution. In these cases, the school dean can request a fee waiver via email from the Dean of Assessment and Curriculum.

## INDEPENDENT STUDY (490)

Independent Studies are designed to challenge students academically with material not presented or undeveloped in currently cataloged courses offered at the university. Independent Study is an option for students in the area of their major or minor who possess a 2.75 cumulative GPA in the subject area of their study and who have reached junior class standing. Students may receive a maximum of six credits of Independent Study during their studies at Cornerstone University. Students must secure the permission of the faculty member with whom they will be working, as well as the dean of the school in which the study will be taken. Eligible students must complete the application form as well as a proposal of the title, tentative bibliography, nature and scope of the work to be accomplished before registering.

Grades of "A" through "F" will be assigned. The student is responsible to assume the initiative in completion of the course. Independent Study courses may not be substituted for courses listed in the catalog.

An Independent Study course not finished in the semester for which the student enrolled may be given an incomplete. If unfinished by the deadline by which the incomplete must be removed (see Incomplete Grades), the grade will be changed to an "F."

Faculty members are limited to a total of two independent studies and/or directed readings during a given semester. Deans will be responsible for determining the appropriateness of the study plan and credits to be awarded for the independent study. The faculty member and the student will interact on a regular and substantive basis to assure progress of the independent study. A fee of \$95/credit hour will be charged to the student for each independent study.