

# THE UNIVERSITY OF OKLAHOMA

## SCHOOL OF MUSIC

### INDEPENDENT STUDY APPROVAL FORM (UNDERGRADUATE COURSES)

#### (REQUIRED FOR DIRECTED READING AND SPECIAL STUDIES)

Student \_\_\_\_\_ Classification \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ ID # \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Hours Requested \_\_\_\_\_

Project Title (Proposed) \_\_\_\_\_

Brief Outline of Proposed Study (See Instructions on Reverse) \_\_\_\_\_

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Grade to be Determined By: \_\_\_\_\_  
(Example: Final test, Research paper, etc.)

Term in Which Study Will be Completed \_\_\_\_\_ Year \_\_\_\_\_

Approval of Directing Faculty \_\_\_\_\_ Date \_\_\_\_\_

Approval of Chair of Academic Area (If directing faculty is not a member of that area)  
\_\_\_\_\_ Date \_\_\_\_\_

Administrative Approval \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE: Enrollment is not permitted until this study proposal is approved by the Coordinator of Undergraduate Studies.**

DATE COPY OF COMPLETED FORM GIVEN TO ASSOC. DIRECTOR: \_\_\_\_\_

DATE COPY OF COMPLETED FORM GIVEN TO DIRECTING FACULTY: \_\_\_\_\_

# THE UNIVERSITY OF OKLAHOMA

## SCHOOL OF MUSIC

### UNDERGRADUATE DIVISION

#### Policy on Directed Readings 4960 and Special Studies 4990

Independent study courses covering subjects taught in regular School of Music courses will not be approved if the course will appear in the regular rotation during the residency of the student petitioning for independent study. On rare occasions and only in exceptional circumstances, students may be permitted to enroll in regular courses under an independent studies number.

Approval - The following steps are essential if independent study course work is to reflect high academic standards at the undergraduate level:

- 1) The student, after consultation with a faculty member, shall submit a completed Independent Study Form to the Associate Director outlining the topic of study, the resources available for the project, method of evaluation, a statement of his/her qualification to pursue the study, the requested credit hours and estimated contact time with the professor.
- 2) The student must demonstrate adequate preparation for the topic.
- 3) The quantity and quality of library resources at OU libraries in the immediate area, and/or materials which can be obtained with some certainty through interlibrary loan should be deemed sufficient to support the study.
- 4) If the directing faculty is not normally a member of the academic area of the study, the approval of the chair of the area is required.

Contact Hours - There shall be ample continuing contact between the faculty member and the student in every independent course. Consonant with University guidelines for regular credit courses, the amount of contact time will vary according to the number of credit hours in the proposed course. In general, the following list represents the minimum contact hours per term for independent study courses:

- |                |   |
|----------------|---|
| 1 credit hour  | 3 clock hours contact time after submission of proposal |
| 2 credit hours | 6 clock hours contact time after submission of proposal |
| 3 credit hours | 9 clock hours contact time after submission of proposal |

Evaluation - The manner in which the progress of the student is to be evaluated should be indicated in the proposal. While no restrictions are placed on how student performance is to be measured, some formal method of evaluation (paper, examination, etc.) is necessary for credit to be issued.

Independent Study in Absentia - Independent study courses to be taken by students who are not resident students, or who can not meet the contact hours requirement outlined above, shall be approved only on the recommendation of the Undergraduate Studies Committee. In general, in absentia course work is discouraged. The possibility of completing a regular or independent study course at a college or university in the area in which the candidate lives and works might be explored. The institution must conform to the criteria for acceptable transfer credit.

Instructor Load - There is a practical limit to the number of independent study courses which a professor with a full teaching load can supervise. The precise number of students will vary with the individual professor, but consideration will be given to the current course load of an instructor at the time application for independent study is received.