



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 (circle one): Fall Spring Summer 20[].

No Guided Studies, Independent Researches, and/or Tutorials may be taken during Winter Session unless approved by the Provost of the University.

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

Minimum requirements: JR status; 2.0 cumulative GPA

Circle one: 300-level OR 400-level

Circle one: Pass/fail OR Traditional grading

Circle one (course content): Internship, Research, or General

_____ Credits (Maximum of 4 credits)

_____ Dept Title (limit 26 characters)

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

Minimum requirements: JR status; 2.5 cumulative GPA; 3.0 major GPA

All independent researches must be 4 credits.

400-level only and traditional grading only.

_____ Dept Title (limit 26 characters)

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

Reason for taking tutorial: _____

_____ Dept No Title (limit 26 characters)

_____ Student's Signature

_____ Instructor's Signature for proposed course

_____ Advisor's Signature

_____ Dean of School's Signature

Virginia Wesleyan University

Office of the Registrar

INSTRUCTIONS FOR GUIDED STUDY/INDEPENDENT RESEARCH AND TUTORIAL

University policies on Guided Study and Independent Research projects are found in the *VWU 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 advisor 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 projects.
4. Submits the application and proposal to their advisor, instructor, and the appropriate Dean of School 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 *VWU Catalog*

TUTORIAL

Department, course number, and credits for tutorials are located in the *VWU 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 the 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.

1. The first digit will be the level of the course.
2. The second digit will be 9.
3. 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.