

**DEPARTMENT OF  
EDUCATIONAL ADMINISTRATION AND HIGHER EDUCATION**

**STUDENT PROCEDURES MEMORANDUM**

**FOR INDEPENDENT STUDY COURSES IN EAHE**

**SIUC Policy**

Courses such as special problems, independent research, thesis, and others involving an individualized instructional format are in the class listing with a section number of 000. [NOTE: This is a 700-series number in the EAHE Department.] Before registering a course of this type, students must determine the instructor number for the faculty member responsible for the student's instruction. That three-digit instructor number and the instructor's last name must be indicated on the Registration Form at the time of registration. All students should obtain the permission of the individual instructor before registering for such courses. The advisor for students in graduate degree programs [NOTE: All programs in EAHE are graduate programs] will be responsible for determining that the student has the permission required.

**EAHE Department Procedures**

Independent Study (IS) courses in EAHE (i.e., **Readings – EAHE 590-series/Individual Study – EAHE 591/Independent Research – EAHE 593-series**) are to be used primarily to extend the student's regular course taking in the Department and to provide an opportunity for the study of special problems or independent research. As such, IS courses should be used only when unique or specific situations demand, and not as a matter of routine. The use of IS coursework simply to provide a scheduling convenience to the student is generally not appropriate.

Before registering for any independent study course in the Department, the student must secure the express permission of the faculty member who will oversee the work in the course - - without this permission, registration for the course will not be honored by the Department. Faculty members will only supervise those areas of independent study where they feel they have sufficient background, competency, or expertise to oversee the student's work. When registering for an IS course, the section number for the course must be listed that corresponds with the faculty member's "700 series" number as shown on each semester's EAHE class schedule.

It is solely the student's responsibility to seek out the faculty member for instructions regarding the independent study assignment sometime prior to, or within the first few days of the semester that the IS course is scheduled. There is no common set of assignments for activities that comprise an IS course for each instructor- - that is why it is crucial to consult with the supervising faculty member to ensure the student is clear about the exact course requirements.

Grading in IS courses is typically "Satisfactory/Unsatisfactory/Incomplete/Deferred" and these courses are not included in the calculation of GPA. This can be important for a student to remember if a minimum GPA must be achieved or maintained in a given semester.