**Independent (390/490 A or B)/Directed Studies (398/498)**

**/ Team Initiated** **Studies (397/497 A or B) submission form.**

**(Note:** **A course satisfies ALE requirements**; **B** **course does not)**

**Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **COURSE TITLE (<20****Characters)**  |   |
| **COURSE CREDIT** |  |
| **COURSE DESCRIPTION** |  |
| **ALE Credit? (y/n)** |  |
| **INSTRUCTOR** |  |
| **STUDENT(s) (B#)** |  |

Learning Goals:

Assessment Procedures:

Instructions:

1. Independent, Directed, and Team Initiated Studies are initiated by the instructor(s) and the student(s).

2. Once the information above has been completed and a syllabus is prepared, the instructor forwards this document and the syllabus to the Department Chair for the associated course rubric. The Department Chair approve the course, forwarding approval to the assistant registrar and copies the Division Chair. The assistant registrar acts on approval from the Department Chair.

3. Courses can be added to the student’s schedule up to the end of Add/Drop for any given term except where ALE credit is being sought. In that case, materials must be submitted one week prior to the first day of classes of any given term.

4. Attach to the email‐this form, the course syllabus, and an ALE perspective form [(](http://www.berea.edu/gst/files/2012/03/ALERequirementProposalForm.pdf)https://www.berea.edu/gst/wp-content/uploads/sites/60/2016/11/Active-Learning-Experience-ALE-Independent-Study-Request-Form-1.docx) if the student intends to seek ALE credit for this independent/team initiated study. The Perspectives Coordinator for COGE will review the syllabus for any course seeking the ALE perspective.

5. Please check the Berea College Catalog for more information concerning independent studies, directed

studies, and team initiated studies (<http://catalog.berea.edu/en/Current/Catalog/About-Academics/Opportunities-Common-to-Many-Fields-of-Study>).

02‐01‐2018