



VIRGINIA  
WESLEYAN  
UNIVERSITY

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 January Term unless approved by the VP for Academic Affairs.

**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 **Printed Name** for proposed course

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Dean of School's Signature

## 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***

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#### **TUTORIAL**

Department, course number, and credits for tutorials are located in the *VWU Catalog* for the desired course. Credits cannot be changed for tutorials.

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#### **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

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#### **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.