

Independent Study:

Here's a link to the independent study form that you'll need to submit once you have confirmed a faculty sponsor (who is a full time Barnard or Columbia faculty member): [Independent Study Form](#).

Please submit the form and proposal to cpas@barnard.edu by no later than the Tuesday before the CPAS meeting on Thursday of each week when classes are in session.

These guidelines about the independent study proposal may also be helpful to you:

1) A student seeking an Independent Study must complete the attached form, providing the following information:

- a. A brief but comprehensive description and rationale for the proposed project.
- b. A detailed description of the final project (If an essay or paper, specify the number of pages required.).
- c. A bibliography or list of readings/supplementary materials in proper citation format.

2) To determine the appropriate number of credits, consider this [Guidance on Course Points](#): Each point of academic credit requires a minimum of three hours work each week in a 14-week semester, typically divided into one hour of classroom instruction (with an hour of classroom instruction defined as at least 50 minutes) and two hours of independent work (which may include readings, problem sets, papers, individual or group projects, and so forth). Students must specify the number and duration of their regular meetings with their independent study sponsor. The following guidelines may also be helpful:

- a. A typical 1-credit independent study project will include a total of 8-10 pages of writing or its equivalent; 1-credit projects can run for the entire semester, but typically last only 6-8 weeks.
- b. A typical 2-credit independent study project could last the entire semester, or could take 8-10 weeks of the semester, and include a total of 15-20 pages of writing or its equivalent.
- c. A typical 3-credit independent study project should last the entire semester, and include a total of 20-25 pages of writing or its equivalent.
- d. Four credits are very rarely granted, and only in exceptional cases, with the approval of the department chair.

3) Independent Studies must have a faculty sponsor, who, in addition to providing supervision, will review and grade the culminating project or paper. Any full-time Barnard or Columbia faculty member may serve as a faculty sponsor. Adjunct and Visiting Professors are not eligible to serve.

4) Independent Studies do not satisfy General Education Requirements.

5) Independent Studies cannot be based on an existing BC or CU course.

6) Barnard does not grant credit for internships. However, an internship related to an academic field represented in one of the Barnard departments may inspire an Independent Study project culminating in a substantive paper. Approval for such a project must be secured using the attached form, indicating support by a full-time faculty sponsor.

7) F-1 visa holders seeking Independent Study credit for Curricular Practical Training (CPT) must have already declared their majors and are required to receive approval from International Student Services as the additional sponsor.

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