

## International HON Independent Study Guidelines

**International HON Independent Study is only for students who are receiving Honors College International Education credit via HON 2500 or 3500 and are traveling abroad.** Independent Study is a special course, not listed in the regular curriculum, in which the student designs a project and then pursues it under the guidance of an instructional staff member who serves as a consultant for the student during the course of study. HON 2500 and HON 3500 may be taken for 1-3 hours in a semester.

The application form and outline must be received by the end of the first week of classes of the semester for the proposed HON Independent Study and at least 3 months (90 days) prior to the start of the planned travel.

Students must also submit a copy of the Special Course Form from <https://registrar.appstate.edu/resources/forms> with this application.

### GUIDELINES

#### Independent Study

- Anyone seeking to pursue Independent Study must be a candidate for a degree from Appalachian or must be working for teacher licensure.
- An undergraduate student may take no more than 4 semester hours of Independent Study in any one term.
- No more than 6 semester hours of Independent Study may be counted toward the undergraduate major, and no more than 3 semester hours for the minor.
- All HON Independent Study forms are due by the end of the first week of classes in the term in which the HON Independent Study will be completed.
- A faculty member should direct no more than two different Independent Study courses in any one term.
- In rare circumstances, the Honors College may make exceptions to these guidelines in cases of hardship or for some other extraordinary cause.

#### International Approval

- Prior to beginning the application, students must first meet with the Honors College to discuss their proposed international independent study.
- Students must receive prior approval from the Office of International Education and Development (OIED) by submitting an application via the OIED portal.
- Students must pay the appropriate travel insurance (health and evacuation) for the duration of their time abroad.
- Please review the US State Department Travel Alerts and Warnings at <https://travel.state.gov/content/passports/en/alertswarnings.html>.
  - Proposed travel to locations on the list will require a travel appeal application submitted well in advance of departure. See [http://policy.appstate.edu/Travel\\_Warning\\_Policy](http://policy.appstate.edu/Travel_Warning_Policy).
- International HON Independent Study forms must be received at least 3 months/ 90 days prior to the planned international experience.

### APPROVAL PROCEDURES

The student will identify a faculty member willing to serve as the director of an International HON Independent Study.

- In collaboration with the faculty director, the student will complete the International HON Independent Study form and write prospectus of the international experience. Both shall be submitted to the Honors College, located in 285 Appalachian Hall, by the end of the first week of classes. Forms submitted without prior OIED approval for the travel will not be considered.
- If approved, the Honors College, in consultation with the faculty director, will determine the number of semester hours credit for the project and sign the *Special Course Form* authorizing registration for the Independent Study. The Special Course Form is then submitted to the Registrar's Office and the student is registered for the International HON Independent Study.

## Application for HON Independent Study

Independent study comprises a course of study which is not available in the regular curriculum and for which the student has the appropriate background. It is offered at two levels: 2500 and 3500, and may be taken for 1-3 hours in a semester. Students must also complete a Special Course Form to submit with this application.

**Please complete the following information (please type or print legibly):**

Application for (select one): \_\_\_\_\_ HON 2500 or \_\_\_\_\_ HON 3500 for \_\_\_\_\_ hours

Semester : \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer I \_\_\_ Summer II Year: \_\_\_\_\_

Title of independent study: \_\_\_\_\_

Director/instructor of independent study: \_\_\_\_\_

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Student First Name	Middle Name	Last Name
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ASU username/ email	@appstate.edu	900
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Banner ID Number

Phone number ( ) _____	ASU Box: _____
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First semester at ASU: _____	Cumulative GPA: _____
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All locations of international travel (cities/ countries): \_\_\_\_\_

Dates of proposed travel: \_\_\_\_\_

Have you completed the OIED application? \_\_\_ Yes \_\_\_ No (Required to submit application)

**Reasons for undertaking an HON independent study:**

**Academic preparation: list any relevant courses that you have taken or are taking.**

Course dept/number/title	Grade	Semester	Instructor
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## International HON Independent Study Outline

1. Course description
2. Objectives of the HON independent study
3. Requirements (e.g., exams, research papers, evaluation criteria)
4. Reading list
5. Schedule for student/instructor meetings

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Student signature Date

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Instructor signature Date

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Dean of Honors College (or designee) signature Date

**Honors College Use Only:**  
\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
Date SCF sent to Registrar's: