

INDEPENDENT STUDY APPLICATION

Purpose:

Academically outstanding SFAI undergraduates may propose an Independent Study project, to be undertaken away from the Bay Area, for one semester of their junior year. This period of Independent Study during one of the junior year semesters allows students an opportunity to reflect upon the experience and to explore the possibilities in which the experience could contribute to the final year of study at SFAI. Independent Study projects will be subject to the approval of the Academic Advisor, the Registrar, a Full-time Faculty Sponsor, the BA and/or BFA Chair, and the Dean and Vice President for Academic Affairs. Independent Study credit shall not exceed fifteen (15) units during a spring or fall semester or six (6) units during a summer semester; course credit will be applied as Studio Elective credit. A maximum of three (3) units of Liberal Arts/Art History credit may be applied within the credit maximum via application. Independent Study credit cannot be applied towards major requirements. Only one semester or one summer session of Independent Study shall be allowed for any student.

Eligibility Requirements:

- Junior standing (60 semester units completed) by the beginning of the proposed Independent Study semester. In no case will a student be permitted to undertake an Independent Study project during the senior year. The student must complete their last 30 units on campus and in residence at SFAI per the Senior Residency Requirement.
- Students must have completed one full-time year of study (24 semester units) at SFAI prior to the beginning of the proposed Independent Study semester and have passed or transferred in the equivalent of ENGL-100 English Composition A, ENGL-101 English Composition B, 6 units of Humanities coursework, HTCA-100 Global Art History, HTCA-101 Modernity & Modernism, and HTCA-102 Art Since 1945 prior to the start of the proposed Independent Study Semester.
- Students must have a minimum cumulative 3.3 (B+) grade point average at the time of application to be eligible for Independent Study.
- Students must have completed any outstanding incompletes with the grade change form on file in the Registrar's Office by the application deadline.
- Students must have available remaining Studio Elective and Liberal Arts/Art History Elective (optional) requirements in which to apply the Independent Study credit which is being proposed.

Application Procedure:

1. Students will meet with their Academic Advisor and the Registrar's Office to ensure they have met all eligibility requirements to apply.
2. Students will identify and contact a Full-time Faculty sponsor to develop a project that will appropriately satisfy course requirements. Students can consult with their Academic Advisor to identify Full-time Faculty sponsors. The proposed project must be reflective of a unique opportunity that requires students to be away from the Bay Area. If applying for 3 units of Liberal Arts/Art History credit, students will need to simultaneously develop a separate but related project and submit it for review along with this application.
3. Proposals must be typed and if applicable, any additional documents (Studio and/or Liberal Arts/Art History components) must be attached to the application.
4. When ready, submit the Independent Study Application and attached proposal(s) to the Registrar's Office. The student's Independent Study proposal will initially be reviewed for compliance and contact hours necessary in an Independent Study Proposal. If all conditions are met, the Independent Study Application, with attached proposal(s), will be forwarded to the BFA/BA Chair(s) for review. If approved by the BFA/BA chairs is granted, Students will submit their approved Independent Study Application and attached proposal(s) to the Dean and Vice President for Academic Affairs prior to the deadline (please see page 4 of this application for Independent Study deadlines).
5. If approved by the Dean and Vice President for Academic Affairs, students will submit the approved and completed Independent Study Application to the Registrar's Office where Registration Instructions will be provided.



Registrar's Office
 800 Chestnut Street
 San Francisco, CA 94133
 P: 415.749.4535
 F: 415.749.4579
 registrar@sfai.edu

INDEPENDENT STUDY APPLICATION
STUDENT INFORMATION

 Last Name First Name Student ID #
 International student (Check if applicable to you)

(_____) - _____ (_____) - _____
 Cell Phone Home Phone

 SFAI Email Personal Email

 Program (E.g. MFA, PB, BFA, etc.) Major Minor or Emphasis (If applicable)
INDEPENDENT STUDY COURSE INFORMATION

 Program Requirement(s) to be fulfilled by this Independent Study Term

 Course Credit Units Contact Hours Required (6 hrs/3 units)

 Printed Name of Full-time Faculty Sponsor
REQUIRED SIGNATURE APPROVALS

 Student Signature Date

 Academic Advisor Signature Date

 Global Programs Advisor Signature (for F-1 International Students only) Date

 Full-time Faculty Sponsor Signature Date

 Registrar's Office Signature Date

 BFA Chair Signature Date

 BA Chair Signature (required for Liberal Arts/HTCA credits) Date

 Provost – or – Dean of Academic Affairs Signature Date

INDEPENDENT STUDY STUDIO PROJECT GUIDELINES

The Independent Study proposal must be sound and valid and contain a significant set of projects, goals, and expectations. These goals and expectations should reflect: the student's studio/academic interests, the feasibility of the proposed project through budgetary projections, and the potential benefits from such a period of study.

For each 3 units of Independent Study approved, the student must complete six (6) supervised contact hours with the Full-time Faculty Sponsor during the Independent Study semester. Supervised contact hours can be conducted in the form of phone calls, video conferences (iChat, Skype, etc.), or in person meetings. Nine (9) hours of study and preparation, by the student, are also expected each week for every 3 units of Independent Study. The Independent Study proposal must indicate the frequency, length, and the schedule in which the faculty and student will complete the contact supervised hours.

The Independent Study Proposal must include the following:

1. Independent Study title (not "Independent Study")
2. Detailed Independent Study goals (minimum 1 goal)
3. Detailed Independent Study Project description(s) (minimum 1 project)
4. Detailed timeline of project/goals and their anticipated completion throughout the semester
5. How many times you will meet with the instructor
6. How many hours each meeting with the instructor will be (contact hours should total 6 hours for every 3 units)
7. When you plan to meet with your instructor (dates)
8. Meeting location with the instructor

The student must be as thorough and specific as possible in preparing the project proposal.

INDEPENDENT STUDY LIBERAL ARTS/ART HISTORY CREDIT GUIDELINES

Students wishing to receive liberal arts/art history credit for Independent Study must first identify a Full-time Liberal Arts/Art History faculty sponsor. Students may apply for 3 units of credit in one of the following subjects offered by the liberal arts department: Art History, Humanities, Natural Science, Mathematics, Social Science, or Critical Studies.

Liberal Arts/Art History Study Proposals must include the following:

1. Title (not "Liberal Arts/Art History Study")
2. The relationship of the liberal arts/art history component to the studio subject area
3. The relevance to the Studio Project.
4. A preliminary bibliography consisting of at least five texts.
5. Outline of the required final project which consists of a 20 page paper documented in accordance with academic standards, i.e., footnotes, bibliography, etc. Please refer to Modern Language Association (MLA) guidelines, available on reserve in the SFAI library. Two or three short research papers may take the place of the longer paper. In any case, the total written output will be 20 typewritten pages submitted for final evaluation.

Independent Study is not automatic and not all proposals will be approved. The quality of the proposal is crucial to ensuring a successful outcome. Successful proposals must meet the educational standards of SFAI and the outside agencies we are accountable to who will request specific information regarding the scope and validity of Independent Study projects at SFAI.

All applicants are urged to consult their Faculty Sponsor for assistance in completing the course description for Independent Study. For questions or assistance about the overall application, please contact the Registrar's Office.

Independent Study Deadlines:

Application Deadline: Completed and approved Independent Study Applications with the attached proposal must be submitted to the Registrar's Office no later than 7 days after the start of the term in which the approved Independent Study is to be conducted (one week before the Add/Drop Deadline).

Grading Deadline: The faculty sponsor must submit the student's grade for the course during the standard grading deadline for the Independent Study semester unless the student and faculty make arrangements with the Registrar's Office for a grade of Incomplete before the end of the Independent Study semester.

Incomplete Grading Deadlines (optional and by request only): If a student approved for Independent Study needs additional time to complete Independent Study requirements, the student may request an 'I' (Incomplete) grade from the Registrar's Office by completing and submitting an Incomplete Grade Petition to the Registrar's Office before the end of the Independent Study semester. The petition can be requested by email to registrar@sfai.edu.

For Independent Study, a grade of Incomplete will expire 8 weeks into the following term. This will allow ample time during the semester following the Independent Study for the student to meet with the faculty sponsor to discuss the semester away and to complete the proposed project and/or required contact hours if meetings with the faculty sponsor via phone or video conference were not possible during the semester and/or if additional time to complete the project(s) is required.

It is important that all students on Independent Study maintain contact with the faculty sponsor(s) during the semester away. Upon return from Independent Study, students who have been granted a grade of incomplete must make arrangements with the faculty sponsor to complete the review of the proposed work.

The faculty sponsor of a student who requested an 'I' grade for their Independent Study must review the student's Independent Study progress and submit a Change of Grade Form to the Registrar's Office by the end of the 8th week of the semester following the Independent Study. Failure to submit a Change of Grade Form to the Registrar's Office by the deadline will result in the automatic change of the student's 'I' (Incomplete) grade to 'I/F' (Incomplete Failure) unless a default grade was provided on the Incomplete Grade Petition in which case the default grade will be awarded.

All students who participate in the Independent Study Program must empty the contents of any storage lockers on campus at the end of the semester prior to leaving on Independent Study. The San Francisco Art Institute assumes no responsibility for any work or materials left on campus between semesters, during the summer session or while students are on Independent Study.

Financial Aid:

An Independent Study project may require additional expenses compared to the cost incurred while attending the San Francisco Art Institute during a regular academic term. Students who are financial aid recipients and have been approved for an Independent Study are strongly encouraged to contact the Financial Aid Office to determine whether they would be eligible for additional student aid to cover these costs.

In order to make that determination, students should include in their application a budget outlining the anticipated expenses for their Independent Study project. The budget should be reviewed and approved by the Independent Study faculty sponsor. The budget should include the following costs:

- Tuition and fees
- Room and board
- Materials, books and supplies
- Transportation
- Personal expenses

Standard Cost of Attendance figures with the exception of tuition (see the Financial Aid Newsletter) will be used for the Independent Study term if a financial aid recipient does not submit an alternative budget.