

## Advanced Studies Application Information

Sixth Formers have an additional educational opportunity in Advanced Studies to pursue their passions in a particular discipline when the area of interest is beyond the standard courses offered by the department. It is expected that students have already pursued the courses offered in the standard curriculum before applying for an Advanced Studies course.

### Requirements of an Advanced Studies course:

- The student has demonstrated both interest and ability in the proposed area of study.
- The student must meet with the adviser a minimum of twice per week, with at least one of those meetings occurring in the academic day.
- Students are required to record weekly updates of their progress using Canvas; the adviser will verify the student's progress each week.
- The adviser must be a faculty member at SPS (teaching fellows may not be advisers for Advanced Studies).
- Students may apply for an Advanced Studies on a term-by-term basis.
- Faculty members may advise only one Advanced Studies per term.

### Application Procedure:

- Students interested in applying for Advanced Studies must be highly motivated, independent learners with excellent academic records.
- Students must petition a faculty member to serve as the adviser to their project, recognizing that not all faculty will be able to take on this extra time commitment. The Advanced Studies adviser's role must be clearly stated in your proposal (*see below*).
- Students must submit the completed Advanced Studies Request Form and the completed proposal to the **Office of Academic Affairs, in the CIT**.
- The Academic Department Heads group will review all proposals and determine which are approved.

### Advanced Studies proposals include:

- A completed Advanced Studies Request Form with signed approval from the student adviser, the Advanced Studies adviser, and appropriate academic department head.
- A detailed plan that
  - articulates a course of study or a performance goal to be completed as fulfillment of the Advanced Studies requirement over the course of one term, including a weekly outline;
  - explains why the courses offered in the department do not satisfy your continued studies;
  - lists materials and texts that will be used;
  - details the location and times of meetings;
  - explains the role of the adviser;
  - outlines the rubric that your adviser will use to assess your work both throughout and at the end of the term.

# ADVANCED STUDIES REQUEST FORM

Advanced Studies Title: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Form: \_\_\_\_\_ Applying for which term: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Current Adviser: \_\_\_\_\_ Advanced Studies Adviser: \_\_\_\_\_

Other students applying for this Advanced Studies (each student must submit request):  
\_\_\_\_\_  
\_\_\_\_\_

List your current and planned courses for the year where applicable.

### Fall Term

### Winter Term

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### Spring Term

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All students must be enrolled in five credits each term to fulfill their Graduation Requirements. Please select one of the following options as it applies to you:

- I am presently enrolled in five credits but will substitute one credit with my Advanced Studies, if approved.  
*The course I intend to drop is* \_\_\_\_\_
- I plan to take more than five credits if my Advanced Studies is approved. I do not plan to drop any courses.
- I am presently enrolled in fewer than five credits. I will have five credits should my Advanced Studies be approved.

**Full Proposal, including Course Outline, must be attached to this application. (See Proposal Instructions Sheet)**

Faculty Adviser Approval: \_\_\_\_\_

Academic Department Head Approval: \_\_\_\_\_

Dean of Studies (only if request is approved): \_\_\_\_\_

*\*Advanced Studies adviser must sign acknowledgement page; student should turn in the acknowledgement page along with proposal.*

**The Advanced Studies adviser acknowledges the following:**

- The student has demonstrated both interest and ability in the proposed area of study.
- The student and adviser will meet a minimum of twice per week, with at least one of those meetings occurring in the academic day.
- Students are required to record weekly updates of their progress using Canvas; advisers will verify the progress each week and will use Canvas and 'grade' the weekly assignments submitted by the student to document progress.
- The adviser must be a faculty member at SPS (teaching fellows may not be advisers for Advanced Studies).
- Faculty members may advise only one Advanced Studies per term.

*Signature of Advanced Studies Adviser Acknowledging commitment:*

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