

OFFICE OF THE DEAN OF STUDIES
205 Peters Hall
440.775.8540

INDEPENDENT Enrolled Not-in-Residence (ENR) STATUS

Under special circumstances, students may arrange for independent study in appropriate off-campus locations. This independent study status is limited to students who have completed two or more semesters at Oberlin and is arranged with faculty members and approved in advance by the Associate Dean of the appropriate division. Students pay Oberlin College tuition for this work, which must be completed within a specified semester.

Students must first submit a written proposal for faculty approval; the student then submits this to Ellen Sayles, Associate Dean, Office of the Dean of Studies, (Peters 205). Final approval must take place **before** the beginning of the semester in which ENR is to occur. When a program is approved, notification is sent to the Registrar, who bills the student and enrolls the student in the course or courses. This must be completed by the end of the enrollment period for the semester the students wishes to be on ENR.

1. A student may register for Off-Campus Independent Study (999) after consulting with and finding faculty sponsors, meeting with the Associate Dean and being approved for the ENR. Off-Campus Independent Study may consist of a combination of reading, writing, research, and internship.
2. This program must be submitted to and approved by the Associate Dean who will notify the Registrar. Normally, applications for ENR must be received by the Office of the Dean of Studies by the first Wednesday after Fall break for a Spring ENR and the first Wednesday after Spring Break for a Fall ENR.
3. ENR programs will only be approved when there is an educational justification requiring an off-campus location or resource. This requirement may be waived for seniors desiring to finish eight or fewer hours away from Oberlin.
4. Oberlin College tuition will be charged under independent ENR status. The cost for the 2003-04 academic year is \$1,160.00 per credit hour.
5. Programs of Independent ENR may range from 1-16 semester hours. A full semester program of Independent ENR will be considered an option to be used in only a limited number of cases where the particular educational justification for the off-campus study has been carefully evaluated. A program of more than 6 hours credit will require very careful preparation and at least two faculty sponsors.
6. Credit hours will be determined by consultation between the student and the faculty sponsor(s) after agreement upon the nature of the work to be done and the way in which it will be evaluated; credit will be granted upon recommendation from the faculty member(s) that evidence has been submitted to demonstrate the completion of the agreed-upon study. ENR work must be completed by the end of the semester in which it was begun. Grades are submitted by faculty members at normal deadlines for seniors and other students.
7. Credit for ENR projects may be counted toward a major only after approval by the Department or Program, or, if applicable, the IM Committee. Such approval should be submitted at the time a student applies.

**ENROLLED-NOT-IN-RESIDENCE (ENR) PROPOSAL
RETURN TO THE OFFICE OF THE DEAN OF STUDIES
205 Peters Hall 440.775.8540
fax: 440.775.6369**

Student name _____

Project title: _____

Department: _____

Faculty sponsor: _____

Major hours: Yes _____ No _____

Signature of Department chair or program director is required for major credit.

Number of hours: _____ Type of grade (letter or CR/NE) _____

Method of evaluation: _____

Date for submission of work: _____

(This date should be by December 10 for fall semester, May 10 for spring semester, or August 15 for summer work, so that there is enough time for mail service, evaluation and submission of grades at the usual deadline.)

Project Description: (use back if you need more space)

Signature of Faculty sponsor _____

Date _____

Signature of Associate Dean of the Office of the Dean of Studies