INDEPENDENT STUDY
GRADUATE

NAME
(Please Print) Last First Middle

Student ID Number

Major / Graduation Year

Date of Request

STEPS

1. COMPLETE THIS FORM

2. OBTAIN REQUIRED SIGNATURES

3. ATTACH A PROPOSAL AND SYLLABUS which must include: a project narrative; proposed learning outcomes and objectives; number of credits sought; the number and timing of meetings between the student and faculty; the method of assessment.

4. RETURN TO THE OFFICE OF THE REGISTRAR BY THE ADD/DROP DEADLINE

SUBJECT SEMESTER INSTRUCTOR NAME

STUDENT SIGNATURE: ___________________________ DATE

INSTRUCTOR SIGNATURE: ___________________________ DATE

GRADUATE STUDIES DEAN SIGNATURE: ___________________________ DATE

REGISTRAR SIGNATURE: ___________________________ DATE

REGISTRAR USE
PROCESS DATE INITIAL

COURSE CODE SEC #
INDEPENDENT STUDY POLICY
GRADUATE

Independent Studies are designed to provide students with an opportunity to pursue a specific project which cannot be done in the structure of an established class.

An Independent Study is generally considered to be the equivalent of a 3-credit course in terms of scope of project and amount of contact between a student and faculty member. Exceptions to this are considered on a case by case basis by the department in which Independent Study credit is sought. For instance, some projects needing formal Independent Study support may be compact enough to earn 1 or 2 credits rather than 3. (Some combination of independent work and contact with faculty should amount to 45 hours per credit.)

It is expected that a student enrolled in an Independent Study course will confer with their Grading Faculty Member as often as may be appropriate to the project and the number of Independent Study credits sought. Generally, for a 3-credit Independent Study course, the student and faculty member would have a minimum of 6 meetings totaling a minimum of 6 hours over a semester (prorated for other credit values). An Independent Study Request Form must be filed with the Office of the Registrar by the Add/Drop Deadline.

*Note: No more than 5 Independent Studies may be applied toward a graduate degree.*

The form must be accompanied by a Proposal and Syllabus Description which itself must include:

1. Project Narrative
2. Proposed Learning Outcomes and Objectives  *(specific goals/topics/techniques that will be explored)*
3. Number of credits sought
4. Number and timing of meetings between the student and faculty
5. Method of assessment