

REQUEST FOR INDEPENDENT STUDY

An Independent Study is a specific program of study, for 1 to 3 credits, under the direct supervision of a faculty member. Enrollment in this type of course is limited to juniors and seniors in their major area(s) only and for a maximum of 6 credits toward degree completion.

Name of student _____ Date _____

Major _____ Class standing _____

Course number and title _____ Credit hours _____

Name of Faculty member _____

_____ Semester 20 _____

Procedures:

1. The student and the faculty supervisor must plan the course in advance.
2. The faculty member must design a syllabus to meet the requirements of this individualized course of study. The syllabus must include:
 - Course description
 - Learning objectives
 - Activities and assignments
 - Assessment procedures
 - Grading policy
 - Contact expectations
3. To register for the course, the student must present the completed contract form with the course syllabus to the Registrar's Office no later than the 1st week of the Fall and Spring semesters, or the first day of Interterm.
4. The Academic Dean must approve all requests prior to enrollment in the course.

Submit this form to the Registrar with the course syllabus attached.

Sign and date indicating your approval of this request.

Student _____ (date) Faculty _____ (date)

Advisor _____ (date) Education Advisor _____ (date)
(if applicable)

Registrar _____ (date) Academic Dean _____ (date)

