INDEPENDENT STUDY APPLICATION FORM

**Independent Study** is a unique study experience, combining research and independent learning, defined in an agreement between the student and the sponsoring faculty member. Only full-time faculty members may offer Independent Study coursework. This program is recommended for Senior level students, but is also available to other students who have shown exceptional academic maturity. Independent Study projects are particularly suitable for students participating in the Honors Program.

An abstract, containing the following information, should be attached to this application:

1. Title of project
2. Summary of the work to be undertaken
3. Criteria for evaluation of the work
4. Work completion schedule
5. Report description

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**Student Name** ___________________________  **ID Number** ___________________________

**Term of Request** _______  **Cumulative GPA** _______  **Major** _______________________

**Title** _______________________________________________________________________

**Course Number** _______  **Hours** _______  **Expected Graduation Date** _______

**Grading Option:**  Letter Grade _______  Credit/No Credit _______

**Approval Process:** Each of the required signatures should be secured by the student in the order given. If the application is denied by any one of these persons, it is the responsibility of the student to notify the instructor, who has agreed to supervise the Independent Study, that the application has not been approved.

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**Advisor** ___________________________  **Approval Date** ___________________________

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**Instructor - Print Name/Signature** ___________________________  **Approval Date** ___________________________

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**Chair, Department of Independent Study Course** ___________________________  **Approval Date** ___________________________

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**Chair, Student’s Major Department** ___________________________  **Approval Date** ___________________________

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**Dean, College or School of Student’s Major** ___________________________  **Approval Date** ___________________________

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**Student Accounts Office** ___________________________  **Approval Date** ___________________________

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**Office of the Registrar** ___________________________  **Approval Date** ___________________________

(OVER)
INDEPENDENT STUDY

Independent Study is defined as the combined study, research, learning, and reporting that is done independently by a student on an agreed upon topic with a professor who will be the student’s supervisor and resource person. In Independent Study the student must delineate the topic, the direction(s), the depth to be explored, the various ramifications and limits, and the method and amount of reporting and these factors must be agreed upon by all parties concerned (including the Vice President for Academic Affairs) before the study is officially approved. The Independent Study must be approved by the chairman of the department in which the student is doing the study, and by the chairman of the student’s major department. A particular Independent Study shall last for only one semester and any extension of time may be granted upon the consensus of the two chairs, the supervising professor, Dean of the College or School of the Affairs. The grade (Pass/Fail or letter grade) to be received for an Independent Study shall be decided prior to the formal beginning of the work. The grade is awarded by the supervising professor.

Guidelines
1. Normally, this program is recommended for Senior level students. First-term freshmen may not enroll in an Independent Study.
2. Students must have a minimum of a 3.0 grade point average to enroll in an Independent Study.
3. Students may register for a maximum of four (4) Independent Studies with only one (1) Independent Study being undertaken in any registration period.
4. An Independent Study must be taught by a full-time faculty member.
5. The following information should be attached to the application form: an abstract of the topic, including the direction(s) of the research, the depth to be explored, the various ramifications and limits of the project, and the method and amount of reporting, including a proposed schedule of meetings between the student and the supervising instructor.
6. Independent Study applications must be approved by the Academic Advisor, Supervising Instructor, Chair of the department of Independent Study course, Chair of the student’s major department, Dean of the College or School of the student’s major, and the Provost.
7. The course will not be entered on the student’s record until the Office of Student Accounts has received tuition payment.