



**Office of the Registrar**

**Independent Study Application**

Regulations: The approved academic policy governing Independent Study provides for two methods under which a student may register for Independent Study.

The faculty member and the student shall execute a written statement concerning the level of expectation of the Independent Study. This should include date due, content and method of evaluation. It is recommended that a student have a cumulative average of 2.00 or higher before attempting an Independent Study.

Procedure: A student must complete this form and receive approval by the instructor and chairperson of the department in which the independent study is undertaken. When approved, this form must be submitted during a prescribed registration period to The Office of the Registrar. The Office of the Registrar will give the student a copy and will maintain a copy in our office. The departmental office should retain its own copy for the Chairperson's and faculty member's files.

Department \_\_\_\_\_ Semester/Year \_\_\_\_\_/20\_\_\_\_

Catalog No. \_\_\_\_\_ Section No. (Assigned by Registrar) \_\_\_\_\_ Credit Hours \_\_\_\_\_

Catalog Course Title: \_\_\_\_\_

**CHECK ONE OF THESE TWO METHODS:**

- Method 1 - Course:** The student is taking a regular course on an independent study basis. This course must be formally established in the course catalog. The existing course catalog number and title will be used. The extended subtitle for the course will be "Independent Study."
- Method 2 - Special Study:** The professor and student develop an area of study not within an approved course. This method can be used only if a department has an existing independent study course number. The course catalog number and title will be used. The extended subtitle will be a description of the area of study listed below:

DESCRIPTION OF INDEPENDENT STUDY OR SUBTITLE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Last Name (Print) \_\_\_\_\_ Student First Name (Print) \_\_\_\_\_ Student ID # \_\_\_\_\_ UG/G \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Jsg022614

<p>Summer Session Only: _____</p> <p>Select one of the following Summer Session dates*** for the Independent Study:</p> <p>Pre-Session 3 weeks: May 19 - June 5 ___ (P)    Entire Summer: May 19 - August 28 ___ (A)    4 weeks: May 19 - June 12 ___ (Q)</p> <p>4 weeks: June 16 - July 10 ___ (F)    4 weeks: July 14 - August 7 ___ (J)    6 weeks: May 27 - July 3 ___ (6)</p> <p>8 weeks: June 16 - August 7 ___ (E)    12 weeks: May 19 - August 7 ___ (L)    Post-Session 3 weeks: August 11 - August 28 ___ (O)</p> <p>To Be Completed and Initialed By Instructor _____    *** Grades are expected to be submitted within 72 hours of indicated end date</p>
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Instructor Last Name (Print) \_\_\_\_\_ Instructor First Name (Print) \_\_\_\_\_ Instructor Phone/Extension \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_