



Independent Study Application

Processing may take up to a week upon receipt of original form

Office of the Registrar

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 maintain a copy in our office. The departmental office and the student should retain their own copy for the student's, Chairperson's and faculty member's files.

Department _____ Semester/Year _____/20____

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

Catalog Course Title: _____ CRN

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 _____ Jsg030217

Summer Session Only: Select one of the following Summer Session dates*** for the Independent Study:

Pre-Session 3 weeks: May 15 - June 1__ (3W1) Entire Summer: May 14 - August 31 __ (1) 4 weeks: May 15 - June 8__ (4W1)
4 weeks: June 12 - July 6__ (4W2) 4 weeks: July 10 - August 3__ (4W3) 6 weeks: May 22 - July 29__ (SD6)
8 weeks: June 12 - August 3__ (8WK) 2 weeks: May 15- August 3__ (12W) Post-Sess 3 weeks: August 7 - Aug 24__ (3WP)

To Be Completed and Initialed By Instructor _____ *** Grades are expected to be submitted within 72 hours of indicated end date

Instructor Last Name (Print) _____ Instructor First Name (Print) _____ Instructor Phone/Extension _____

Instructor's Signature _____ Date _____

Chairperson's Signature _____ Date _____