



Undergraduate Independent Study Request

NOTE: DO NOT BEGIN THE INDEPENDENT STUDY UNTIL THIS FORM HAS BEEN PROCESSED BY THE REGISTRAR.

1. TO BE COMPLETED BY STUDENT AND SUBMITTED TO THE REGISTRAR (please print):

DATE: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STUDENT PHONE NUMBER: ( ) \_\_\_\_\_ - \_\_\_\_\_

MAJOR: \_\_\_\_\_ CLASS LEVEL: \_\_\_\_\_ GPA: \_\_\_\_\_

THIS INDEPENDENT STUDY WILL BE COMPLETED IN SEMESTER / YEAR \_\_\_\_\_ / \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ COURSE CREDITS: \_\_\_\_\_

PLEASE CONSIDER MY APPLICATION FOR AN INDEPENDENT STUDY FOR THE FOLLOWING REASON(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

2. PRELIMINARY APPROVAL: \_\_\_\_ APPROVED \_\_\_\_ DENIED

REASON FOR DENIAL: \_\_\_\_\_

REGISTRAR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

3. STUDENT OBTAINS FOUR REQUIRED SIGNATURES

1. \_\_\_\_\_ DATE: \_\_\_\_\_  
INSTRUCTOR'S SIGNATURE

2. \_\_\_\_\_ DATE: \_\_\_\_\_  
DEPARTMENT CHAIR OF INDEPENDENT STUDY COURSE

3. \_\_\_\_\_ DATE: \_\_\_\_\_  
STUDENT'S DEPARTMENT CHAIR

3. \_\_\_\_\_ DATE: \_\_\_\_\_  
STUDENT'S DEAN

4. \_\_\_\_\_ DATE: \_\_\_\_\_  
DIRECTOR OF CONTINUING PROFESSIONAL STUDIES (PART TIME STUDENTS)

\_\_\_\_ A COPY OF THE SYLLABUS IS ATTACHED. FINAL APPROVAL IS NOT GRANTED AND THE STUDENT MAY NOT BEGIN THE INDEPENDENT STUDY UNTIL THE SYLLABUS IS RECEIVED BY THE REGISTRAR.

OFFICE OF THE REGISTRAR ONLY
DATE REGISTERED FOR COURSE: \_\_\_\_\_ DATE INSTRUCTOR / STUDENT NOTIFIED TO PROCEED: \_\_\_\_\_
GRADE ISSUED: \_\_\_\_ DATE SENT TO PAYROLL: \_\_\_\_\_



## INDEPENDENT STUDY PROCEDURE

1. SENIORS (92+ CREDITS) IN GOOD ACADEMIC STANDING (2.00 GPA OR HIGHER) ARE PERMITTED TO COMPLETE UP TO TWO COURSES BY DIRECTED INDEPENDENT STUDY.
2. THE FEE FOR AN INDEPENDENT STUDY IS NOT INCLUDED IN REGULAR TUITION CHARGES. CONTACT THE BURSAR'S OFFICE FOR FEES ASSOCIATED WITH INDEPENDENT STUDY.
3. REGISTRATION FOR AN INDEPENDENT STUDY **MUST** BE DONE BEFORE THE END OF ADD.
4. IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN ALL SIGNATURES ON THE INDEPENDENT STUDY REQUEST FORM:
  - a) STUDENT COMPLETES THE TOP PORTION OF THE INDEPENDENT STUDY FORM IN THE OFFICE OF THE REGISTRAR..
  - b) THE REGISTRAR REVIEWS THE REQUEST BASED ON THE CRITERIA OUTLINED IN THE COLLEGE CATALOG. IF APPROVED, THE REGISTRAR RETURNS THE FORM TO THE STUDENT TO OBTAIN THE REMAINING REQUIRED SIGNATURES.
  - c) THE STUDENT CONSULTS WITH THE DEPARTMENT CHAIR OF THE COURSE TO OBTAIN APPROVAL AND ASSIGN THE INSTRUCTOR. IF A QUALIFIED INSTRUCTOR IS NOT AVAILABLE, THE INDEPENDENT STUDY WILL NOT TAKE PLACE.
  - d) THE STUDENT OBTAINS A COPY OF THE COURSE SYLLABUS FROM THE INSTRUCTOR AND ATTACHES IT TO THIS FORM.
  - e) THE STUDENT THEN OBTAINS APPROVAL FROM HIS/HER DEPARTMENT CHAIR.
  - f) CONTINUING AND PROFESSIONAL STUDIES STUDENTS OBTAIN APPROVAL FROM DIRECTOR OF CONTINUING AND PROFESSIONAL STUDIES (PART TIME STUDENT).
  - g) THE STUDENT THEN REGISTERS FOR THE COURSE AT THE REGISTRAR'S OFFICE. myDeIVal CANNOT BE USED TO REGISTER FOR AN INDEPENDENT STUDY.
  - h) THE STUDENT WILL BE BILLED FOR THE COST OF THE INDEPENDENT STUDY
5. UNLESS PRIOR APPROVAL FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS (DAY STUDENTS) OR DIRECTOR OF CONTINUING AND PROFESSIONAL STUDIES (PART TIME STUDENTS) HAS BEEN RECEIVED, THE INDEPENDENT STUDY **MUST** BE COMPLETED AND GRADED WITHIN THE SEMESTER IN WHICH IT IS REGISTERED.
6. THE POLICY FOR GRADING OF AN INDEPENDENT STUDY (SECTION 501 COURSE) IS THE SAME AS FOR ANY OTHER REGISTERED COURSE (I.E. SECTION 201, 202, ETC.). THE INSTRUCTOR ENTERS THE FINAL GRADE THROUGH myDeIVal DURING THE FINAL GRADING PERIOD FOR THE SEMESTER IN WHICH THE COURSE WAS REGISTERED AND COMPLETED.