

Independent Study Application

➤ Definitions:

- **Independent Study** is the umbrella term used to label two types of independent work:
 - Independent Courses
 - Directed Study
- **Independent Course:** a course listed in the catalog but offered in an independent study format. The course is coded using the course number in the catalog. Approved special topic courses can be offered in an independent course format.
- **Directed Study:** an investigation under faculty supervision beyond what is offered in existing courses. An undergraduate directed study course is coded using a 396 or 496 course number; a graduate directed study course is coded using a 596 or 696 course number. The three-letter course prefix reflects the field for study of the course.

➤ Usage:

- An independent study should not be used to meet major requirements, core requirements, minor requirements, concentration requirements, general education requirements or foundation courses requirements.
- An independent study can be offered to meet the free electives requirement if there is (1) demonstrated interest in the area covered by the independent study as evidenced by the student's justification; and (2) prior preparation in the subject area or related fields that would indicate that the student has the potential for success.

➤ Eligibility:

- In order to be eligible to pursue an independent study, students must be in good academic standing.
- To be eligible to pursue a directed study, undergraduate students must have completed a minimum of 75 credit hours with a minimum CGPA of 3.00. In cases where there is a 1-credit-hour deficiency resulting from structure of a degree program or a minor, students in good academic standing who do not otherwise meet the directed study eligibility requirements may still apply for a 1-credit- hour directed study. The application must be accompanied by a petition with a comprehensive rationale.
- Students are allowed to take one independent study. A second independent study, for a maximum total of 8 credit hours used towards the graduation requirements of one degree, could be approved by the student's associate dean for graduation purposes only.
- Students are not allowed to repeat courses in an independent study format.

➤ Application Process:

- Students interested in registering for an independent study course must complete the Independent Study Application form and submit it to the Office of the Registrar during the early registration period of the upcoming semester/term.
- The application form is completed jointly by the student and the supervising instructor. Undergraduate students' application forms must be approved by the head of the department housing the subject area of the independent study and the student's dean/associate dean; graduate students' application forms are approved by their graduate program director/coordinator and the college/school graduate program director. When the independent study is offered by a college/school different from the student's, the form must also be approved by the dean/associate dean of the college/school offering the independent study.
- An updated Degree Audit must be attached to this application. For a directed study, also attach a course syllabus; refer to the Course Descriptions and Syllabi section of the catalog for information on what to include in the syllabus.

➤ Grading:

The final grade for the independent study must be submitted by the due date of the final grades for the term in which the student is registered; otherwise, a grade of "F" will be entered by the Office of the Registrar.

Student Name	Student ID	Number of Credits Earned
Present Major (and concentration if any)	Present Minor	Mobile No. (very important)

- Please check the appropriate box: ☐ Independent Course ☐ Directed Study
- Independent study title
(do not exceed 30 characters) _____
- Course code and number _____ Number of credits _____ Term in which the student will register _____
- Course Usage _____
- Justification

- Proposed frequency and duration of formal scheduled meetings of the students

- Name of supervising instructor _____

Specific course requirements (e.g., written reports, tests, oral presentations, critiques, etc.)	Weighting in the final grade	Due dates

• Signatures

Student	____/____/____ DD MM YYYY	Supervising Instructor	____/____/____ DD MM YYYY
Head of Department/ GR Program Coordinator			____/____/____ DD MM YYYY
Dean/ Associate Dean of College Offering the Course			____/____/____ DD MM YYYY
Student's Associate Dean/ College GR Program Director			____/____/____ DD MM YYYY

• For Office of the Registrar official use
