Office of Academic Records and Registration
UNDERGRADUATE INDEPENDENT STUDY PROPOSAL FORM

- Independent Study offers students an opportunity to do self-directed, advanced work in an area of academic interest with the guidance of a faculty member. The topic of the independent work goes beyond the scope of courses offered in any discipline area. Students initiate the planning of an Independent Study in consultation with a faculty member. The academic work is usually completed in one semester. Independent Study carries a 400 course number and the designation of the academic discipline.

- An Independent Study typically does not apply to General Education requirements: to use an Independent Study to satisfy a requirement, the student must petition the Scholastic Review Board.

- Students may enroll in an Independent Study for either 1 to 6 credits.

- The Department Chairperson makes the decision on whether an Independent Study can be counted towards a major as an Advanced course.

- All requests for Independent Study must be proposed and approved before the Add deadline. Students can register for an Independent Study ONLY when they have submitted this completed and approved form to the Office of Academic Records & Registration by the end of the Add deadline. The study must be completed by the end of the semester.

Name ____________________________ Student ID # ____________________
Program____________________________________ Academic Advisor __________

Semester/Year during which you intend to register for the Independent Study____________________________________
Independent Study Title __________________________________________________________
Number of Credits _________ Grading Option (Letter or Pass/Fail) _________
Deadline by which you will submit your completed work _____________________
Will this count as an advanced course? ☐ Yes ☐ No
If yes, ____________________________________________

Department Chair Initials

Complete the following information or attached a proposal with the following information:
- Brief Description of Study
• Specific Reasons for Selecting the Study (See explanation above)

• Brief Outline of Methodology (research, fieldwork, etc.)

• Partial Bibliography

• Suggested Timetable

Approved by (signatures required):

Student __________________________________________________________ Date ________

Independent Study Advisor ____________________________________________ Date ________
(please sign legibly)

Department Chair ____________________________________________________ Date ________

☐ Course created ________________ ☐ Student registered

Completed by __________________________ Date __________