

If you are a matriculated graduate student interested in pursuing an Independent Study, you need to take the following steps:

- 1) Formulate a proposal and engage a faculty member willing to serve as your project advisor;
- 2) Work out (with your project advisor) a plan of implementation, supervision, and evaluation;
- 3) Prepare and attach to this proposal form a detailed plan of study that includes the following:
 - ___ a) the purpose of the study
 - ___ b) an outline of the topics to be studied
 - ___ c) an outline of the activities to be pursued (e.g. library research, observation)
 - ___ d) a description of the final project
 - ___ e) a reading list
- 4) Obtain both your academic advisor's and project advisor's signatures of approval on this form.
- 5) Attach and submit the signed form and proposal to the academic dean of your program for review and if appropriate, dean of the school in which the course is taught. Obtain signature of your academic dean and the academic dean in which the course is taught (if in a different school).
- 6) Submit signed form to the Office of Academic Records and Registration.

Please note that you must submit all your materials to the academic dean of your program by then end of the add period posted on the academic calendar. As stated in the 2008-09 catalog, "students may not usually apply more than a total of six credit hours of Independent Study toward a Master's degree program" (pg 167).

Name _____ Date _____

Address _____

Phone Number _____ ID # _____

Graduate 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) _____ Is this an existing course? If yes, course code _____

Deadline by which you will submit your completed work _____

Have you taken credits toward Independent Study in the past? If yes, how many? _____

Approved by (signatures required):

Project Advisor _____ Date _____

Academic Advisor _____ Date _____

Your Academic Dean _____ Date _____

Academic Dean in which the course is taught (if different) _____ Date _____

Vice President of Academic Affairs _____ Date _____

For Office Use Only

Course created _____ Date _____ Reg Office _____