



INDEPENDENT STUDY APPROVAL FORM

This form is required for all INDEPENDENT STUDY COURSES. In order to submit this form for approval, the following must be attached: 1) copy of the latest student transcript, and 2) copy of the course syllabus using the cover sheet designed for this purpose.

Definition: **Independent Study:** A course, developed for an individual student, to advance their study in a specific area of interest for which no approved course exists. The course would require curriculum committee approval.

Year: _____ **Semester/ Term:** _____

Print Student Name: Last _____ First _____ MI _____

Local Telephone No: _____ **Email Address:** _____

Student Major: _____ **Minor:** _____

Rationale: Explain why student needs to study this course by Independent Study:

Title of Independent Study: _____

Course Code: _____ **Number of Credits:** _____

APPROVALS:
Advisor: _____ Date: _____
Program Director: _____ Date: _____
Assistant Dean: _____ Date: _____
Print Name of Faculty Member Assigned: _____
Curriculum Committee
Approved: _____ Date: _____
Not Approved: _____ Date: _____
Vice President for Academic Affairs: _____ Date: _____

REMINDER: All signatures are required prior to registering for this course. This form must be submitted to the Registrar's Office.

- Eligibility:**
Bachelor Degree students
- Students in a Bachelor Degree program must have completed a minimum of 90 college level credit hours.
 - Student must have a minimum cumulative GPA of 3.3.

- Guidelines:**
- Course should be conducted during a regular term (either 16 or 8 week terms), although in rare situations, some flexibility is allowed.
 - Course will count as an elective (free, humanities, social science, computer science, or math/science) depending on the content and approval of AD, VPAA and curriculum committee.
 - Course will be designated with an appropriate code and given the level (200, 300 or 400) based on faculty and curriculum committee recommendation.
 - Can be administered by full time faculty or adjunct with appropriate credentials.
 - Must be developed and approved prior to start of the semester in which it will be conducted.
 - May be in any area of study, not limited to the major.