



# 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:** \_\_\_\_\_

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

**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.