

# Form for Enrolling in Independent Study

This form is to be completed by any student who wishes to enroll in Independent Study.

The form consists of two parts. Both parts must be complete prior to final approval by the Associate Dean for Academic Affairs. Upon final approval, the student may be enrolled in Independent Study.

To understand the requirements for Independent Study, and before completing this Form, the student should read "Independent Study Process and Guidelines." This is available on Canvas in the Independent Study site or from the Office of the Registrar.

## Part 1

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Student Status:**  evening  day      **Current semester enrolled:** \_\_\_\_\_

**Have you previously enrolled in Independent Study?**

No

Yes (give name, semester, and semester credit hours) \_\_\_\_\_

**For which semester do you seek enrollment for Independent Study?** \_\_\_\_\_

**How many credit hours are you seeking for this Independent Study:**

1 semester credit hour. Note: Requires a minimum completion of a 15-page paper.

2 semester credit hours. Note: Requires a minimum completion of a 25-page paper.

**Identify which faculty member will be your Academic Supervisor:** \_\_\_\_\_

**Give a short description of the topic of your Independent Study**

Note: Before final approval of the Independent Study, you will need to submit a more detailed Topic Proposal. However, at this stage, a short description is sufficient.

**Approvals required for Completion of Part 1:**

PLEASE ATTACH DOCUMENT

Approval of Academic Supervisor (required)

Name of Academic Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Part 2

Before approval of the Associate Dean for Academic Affairs and enrollment by the Registrar, a Proposal must be submitted. The proposal should be attached to this form. Upon completion of Part 1 and attachment of the Proposal, this form should be submitted to the Associate Dean of Academic Affairs. Sending it via email attachment is fine.

### **The proposal must contain the following:**

Topic. A statement (at least 200 words in length) outlining the proposed topic for study and why the topic merits study. The proposed topic must be a well-articulated question, thesis, or theme that requires substantial research, analysis and synthesis.

Statement of interests and objectives. A statement of the reasons for the student's interest in the topic and his or her objectives in pursuing the independent study.

Timeline: Anticipated timeline for drafts and final paper, and any other dates relevant to the project.

### Approval by Associate Dean for Academic Affairs

From Independent Study Process and Guidelines: "The Dean of Academic Affairs must approve the Independent Study proposal prior to registration. Approval will be based on (1) whether the student's record demonstrates self-motivation and responsibility, (2) whether the student's academic record demonstrates sufficient mastery of the skills and concepts necessary for successful completion of an independent writing project of this sort, (3) whether the independent study satisfies the requirements set forth above; and (4) whether the student has identified a faculty member qualified by area and available to oversee the Independent Study."

This Independent Study  is /  is not approved for registration.

Signature of Associate Dean for Academic Affairs \_\_\_\_\_ Date: \_\_\_\_\_

Received by Academic Services/Registrar Office \_\_\_\_\_ Date: \_\_\_\_\_