

## Independent Study Registration Form

An **Independent Study** is designed by the student and sponsoring faculty to investigate an area not normally offered through a scheduled course offering. It provides an opportunity to work one on one with a faculty member through specialized research. Students interested in registering for an independent study must meet the following criteria before proceeding:

- Junior or Senior class standing (60+ credits)
- Cumulative GPA of 3.0 or higher

### Student Information:

Student Name:	Student ID #:
Email Address:	Class Standing:
Phone #:	Cumulative GPA:

**\*It is the students' responsibility to check with their Academic Advisor prior to filling out this form to confirm they are eligible to earn credit. \***

### Step #1: Student Statement

*Instructions to the student:* Please indicate the topics or questions you would like to explore and how you can achieve your goals through an independent study. (Attach additional pages as necessary.)

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### Step #2: Independent Study Objectives

*Instructions to the Faculty Sponsor:* Please complete this section after consultation with the student. (Attach additional pages as necessary.)

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**Step #3: Independent Study Assessment**

Instructions to the Faculty Sponsor: Please indicate the assessment method to award academic credit for the independent study outlined above. Independent Studies are given a letter grade.

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**Step #4: Course Detail & Determining Credit Amount**

Credits: Independent studies can be worth 1- 4 credits. To earn 4 credits, students will need to complete approximately 168 hours of coursework. To earn 2 credits, students will need to complete approximately 84 hours of course work.

This independent study will be worth \_\_\_\_\_ credits.

Select Term: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer\*  
\*Additional cost (pay per credit earned)

Course (please circle): PAUL 695 ECON 695 HMG 695

Is this course Writing Intensive? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Step #5: Signatures**

Instructions to the student: You must obtain all signatures before submitting the form to the Undergraduate Programs Office for processing. Deadline for registration is the 2<sup>nd</sup> Tuesday of each semester (Summer session is June 15<sup>th</sup>).

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor (print): \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor (signature): \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Satisfies Business in Practice requirement? \_\_\_\_\_ No \_\_\_\_\_ Yes = Category/Course: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval & Registration by Karen Schwendeman: \_\_\_\_\_ Date: \_\_\_\_\_

Course Dropped (if applicable): \_\_\_\_\_