

# INDEPENDENT STUDY APPLICATION

*Instruction may not begin until the student has paid and been registered by the Registrar's Office.*

Independent study includes research, guided readings, field projects, creative work, etc. Students who have earned 30.0 sh and have a cumulative grade point average of 2.000 or better at the time of application are eligible. Studies may be within a student's major field, in any other discipline in which he/she may have an interest, or may be interdisciplinary.

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Date of Application\* \_\_\_\_\_ Semester in which I.S. will be done Fall 20\_\_\_\_ Spring 20\_\_\_\_

**NOTE: Independent Studies are not normally approved for the Summer Session or Winter Intersession.**

Student's ID Number \_\_\_\_\_ Student's Name (last, first, MI) \_\_\_\_\_

Local Address \_\_\_\_\_

Home Address \_\_\_\_\_

Brief Title (no more than 25 characters)-PRINT \_\_\_\_\_ Proposed SH \_\_\_\_\_

(Min 1.0 SH – Max 3.0 SH)

Student's Major \_\_\_\_\_ GPA \_\_\_\_\_ Class \_\_\_\_\_

Student's Minor, if declared \_\_\_\_\_ (ONLY IF COURSE IS FOR THE MINOR)

Faculty Sponsor's Name (printed) \_\_\_\_\_ Sponsoring Dept \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

On an attached page, please provide the following information:

- I. What are the academic objectives of this work?
- II. How are you qualified by experience, course work, or special aptitude to perform this work?
- III. Sponsor – Why can't the academic objective stated in I. be met by registration in an existing course?
- IV. Detail the nature of the study to be undertaken, including methods to be employed.
- V. How much time do you estimate it will take to complete the entire project?
- VI. In what form(s) will the final report be made?
- VII. Sponsor – How will this work be evaluated?
- VIII. Attach a preliminary bibliography indicating publications and persons consulted in designing this project as well as those you expect to use in the course of your work.

## APPROVALS

*SEE REGULATIONS ON REVERSE SIDE BEFORE SIGNING*

\*\*Faculty Sponsor (signature) \_\_\_\_\_ Date \_\_\_\_\_ Yes  No

\*\*\*Chairperson of Dept \_\_\_\_\_ Date \_\_\_\_\_ Yes  No

Student's Minor Coordinator, if applicable \_\_\_\_\_ Date \_\_\_\_\_ Yes  No

(Required only if course is for the minor)

Student's Advisor (printed) \_\_\_\_\_

Student's Advisor (signature) \_\_\_\_\_ Date \_\_\_\_\_ Yes  No

Dean of the College \_\_\_\_\_ Date \_\_\_\_\_ Yes  No

Academic Vice President \_\_\_\_\_ Date \_\_\_\_\_ Yes  No

\*Independent Study applications must be approved no later than the "last day to add a course" date as indicated on the University Calendar.

\*\*Sponsor – See reverse side

\*\*\*Department chair's signature assumes prior approval of the department as required in the C.B.A.

## **FACULTY SPONSOR**

Number of semester hours of Independent Study previously proposed by faculty sponsor for the same semester as this proposed Independent Study: \_\_\_\_\_ SH

The Faculty Sponsor shall submit the final written report to the Stevenson Library Archives upon completion.

### **Payment Information -- IMPORTANT!!!!**

Faculty Sponsor payment for this Independent Study cannot be made until you submit student's grade. Therefore, please notify the Provost Office in Ulmer Hall 314A Ext. 2121 when you submit the grade so that payment can be processed.

Excerpts from the CBA Article XXVI, Sec. A

1. The FACULTY MEMBER'S assigned workload is eleven (11) or more workload hours for that semester or twenty-two (22) or more workload hours for the academic year. There are no workload restrictions for independent study performed outside the academic year except as noted in Section A.6. below.
6. Management will not approve nor shall a FACULTY MEMBER accept students for more than nine (9) workload hours of independent study per semester/session.