REQUEST FOR AN INDEPENDENT STUDY

Student Name: ___________________________________________ Student ID #: __________________________

Semester to be completed (ex. FA-18): ________________ Course # 399

Department Code ___________________ # of credits to be earned ________

☐ This is an independent study to which a lab fee must be applied (BIOL, CHEM, GEOG, PHYS).

Course name as it should appear on transcript: ____________________________________________________________

Student Signature: ________________________________ Date: ____________________

REQUIRED SIGNATURES:

Instructor Name: ___________________________________________ Signature: ________________________________

Department Chair Signature: ________________________________________________________________

Provost Signature: (This will be obtained after this form is received by the Registrar’s Office) __________________________

Independent Study Policy
Independent study offers students the opportunity to explore a selected topic when the academic interests cannot be met by regular curricular offerings. Students must be matriculated to the College and in good academic standing to enroll in an independent study. Credit earned through an independent study is determined by the supervising faculty member. A maximum of six (6) hours of independent study can be computed in requirements for graduation. A maximum of one course (3-4 hours) of independent study may be used to fulfill the requirements for a given major or minor. Students should complete the Independent Study Request form in cooperation with the instructor who will determine the format of the independent study. The form is available in the Registrar’s Office, as well as online. The completed request form should be submitted by the student to the Registrar’s Office. Final approval of the independent study is granted by the Provost in accordance with faculty load. Instructors are not obligated to offer independent study courses.

**RETURN TO THE REGISTRAR’S OFFICE**