

INDEPENDENT STUDY PROPOSAL FORM

Please complete this form and obtain signatures of approval BEFORE registering. Return the form to the main office of the department that is administering the independent study. This form is for department records and is used to assign a grade at the end of the semester. Some academic departments will register you for the Independent Study. If not, you must complete a Registration/Change of Schedule Form and submit it to the Office of the Registrar, Administration Building, Room 210, to be officially enrolled. **Reminder: The last day to register for courses without a \$250 late charge in the Fall/Spring Semesters** is the 21st day after the first day of classes; for **Winter/Summer Sessions** (to avoid a \$50 late charge) register by the last day to drop with deletion from the record.

Student Name _____ **Student ID #** _____

Student Phone # _____ **Student E-mail** _____

Course Number (circle one) 199 299 299H 399 399H 499 499H 599 699 799

Number of Units _____ [Note: The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.]

Semester _____ **Year** _____

Supervising Faculty Member _____

Department _____

Title of Project _____

Estimated hours per week Student will spend on project _____

Estimated number of meetings between Student and Supervising Faculty Member per semester _____

Estimated Supervising Faculty Member/Student contact hours per semester _____

Brief description of project, including anticipated product: (attach additional page if necessary) _____

SIGNATURES REQUIRED:

Student _____ **Date** _____

Supervising Faculty Member _____ **Date** _____

JUS Undergraduate Advisor _____ **Date** _____



GUIDELINES FOR INDEPENDENT STUDY

199, 299, 399 499, 599, 699, 799* Independent Study:
(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work.

Grades Available: S/P, C, D, E, I, W

199H, 299H, 399H, 499H Independent Study - Honors:
(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work.

Grades Available: A, B C, D, E, I, W

* Graduate students doing independent work that cannot be classified as actual research will register for credit under course number 599, 699, 799.

- **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
- **The number of credits** of Independent Study must lie within the approved credit range listed in the catalog course description.
- **The registration fee** for Independent Study credit is calculated at the same rate as for other credit courses.
- **The student should have a specific proposal** in mind when requesting an Independent Study.
- **The content** of an Independent Study course must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester, except with the College Dean's approval.
- **The last day to register** for an Independent Study without incurring a late charge is:
Fall and Spring Semesters: 21st calendar day after the first day of classes (last day to increase units without a \$250 late charge).
Winter and Summer Sessions: Last day to drop with deletion from the record (last day to increase units without a \$50 late charge).
- **In the case that a grade of Incomplete is awarded** in an Independent Study course, and the Faculty Advisor is no longer available, another Faculty Advisor must be identified who agrees to evaluate the student's work.