Independent Study Instruction Sheet

1. Student obtains an Authorization for Independent Study form from their advisor or the One Stop Student Services Center located in the Student Union Building.

2. Student takes the form to the instructor delivering the independent study. Instructor must attach a syllabus or contract between the student and instructor that describe requirements of the course. *If this request is being made after the add/drop deadline (census date), the instructor will also need to attach a reason for the late add.* The student and instructor each retain a copy of these documents. Student must fill out the reason for the independent study.

3. Student takes the form to the department chair in which the course resides for approval.

4. If the course is 500 level, the director of the Graduate School must give approval.

5. Following approval from the department chair (or director of the graduate school if applicable), the student shall take the form to the Records Office, RH 1-300. The Assistant Registrar will create the course, enroll the student, and mail a copy of the schedule to the student which reflects the independent study course.

8/19/15
AUTHORIZATION FOR INDEPENDENT STUDY

STUDENT NAME

Last                                       First                                     Middle
Semester                                 Year

STUDENT IDENTIFICATION NUMBER

ARE YOU CURRENTLY AN ON-CAMPUS ASC STUDENT?
______________________________ yes         no (If not, please see our Office of Admissions
before submitting this completed form)

Subject: _______ CRSE #: 199 299 399 499 or 599 Semester Hours: ______
(circle one)

Course Title: __________________________________________________________
(30 character maximum)

Grade Mode: Normal or Pass/Fail (circle one)

Reason for Independent Study:
____________________________________________________________________
____________________________________________________________________

Requirements for Completion of the Study:

The instructor should describe the nature of the project/study and indicate the intended learning outcomes, evaluation procedures, and student requirements for the independent study. A contract between the student and the instructor describing these matters is attached to this form, as well as an explanation for the late add, if applicable.

Approved:__________________________ Student Signature ____________________________ Date

Approved:__________________________ Instructor (Please Print) ____________________________ Instructor Signature ____________________________ Date

Approved:__________________________ Dept. Chair (please print) ____________________________ Dept. Chair Signature ____________________________ Date