



Graduate Independent Study Request

NOTE: DO NOT BEGIN THE INDEPENDENT STUDY UNTIL THIS FORM HAS BEEN PROCESSED BY THE REGISTRAR.

1. TO BE COMPLETED BY STUDENT AND SUBMITTED TO THE REGISTRAR (please print):

DATE: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

STUDENT PHONE NUMBER: ( ) \_\_\_\_\_ - \_\_\_\_\_

MAJOR: \_\_\_\_\_ GPA: \_\_\_\_\_

THIS INDEPENDENT STUDY WILL BE COMPLETED IN SEMESTER / YEAR \_\_\_\_\_ / \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ COURSE CREDITS: \_\_\_\_\_

PLEASE CONSIDER MY APPLICATION FOR AN INDEPENDENT STUDY FOR THE FOLLOWING REASON(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT OBTAINS FOUR REQUIRED SIGNATURES

1. \_\_\_\_\_ DATE: \_\_\_\_\_

GRADUATE PROGRAM DIRECTOR

APPROVAL: \_\_\_\_ APPROVED \_\_\_\_ DENIED

2. \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE

APPROVAL: \_\_\_\_ APPROVED \_\_\_\_ DENIED

3. \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S NAME (PRINTED)

REASON FOR DENIAL: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ A COPY OF THE SYLLABUS IS ATTACHED. FINAL APPROVAL IS NOT GRANTED AND THE STUDENT MAY NOT BEGIN THE INDEPENDENT STUDY UNTIL THE SYLLABUS IS RECEIVED BY THE REGISTRAR.

FINAL REGISTRAR ACTION:

APPROVAL: \_\_\_\_ APPROVED \_\_\_\_ DENIED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE OF THE REGISTRAR ONLY

DATE REGISTERED FOR COURSE: \_\_\_\_\_ DATE INSTRUCTOR / STUDENT NOTIFIED TO PROCEED: \_\_\_\_\_

GRADE ISSUED: \_\_\_\_ DATE SENT TO PAYROLL: \_\_\_\_\_



## GRADUATE PROGRAM INDEPENDENT STUDY PROCEDURE

1. A MATRICULATED GRADUATE STUDENT WITH THE CUMULATIVE GPA OF AT LEAST 3.00 MAY COMPLETE UP TO TWO GRADUATE COURSES BY SUPERVISED INDEPENDENT STUDY.
2. THE FEE FOR AN INDEPENDENT STUDY IS NOT INCLUDED IN REGULAR TUITION CHARGES. CONTACT THE BURSAR'S OFFICE FOR FEES ASSOCIATED WITH INDEPENDENT STUDY.
3. **REGISTRATION FOR AN INDEPENDENT STUDY MUST BE DONE BEFORE THE END OF ADD.**
4. **IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN ALL SIGNATURES ON THE INDEPENDENT STUDY REQUEST FORM:**
  - a) STUDENT COMPLETES IDENTIFYING INFORMATION IN STEP 1 AND SUBMITS TO THE OFFICE OF THE REGISTRAR.
  - b) THE REGISTRAR REVIEWS THE REQUEST BASED ON THE CRITERIA SPECIFIED ON THIS FORM. IF APPROVED, THE REGISTRAR RETURNS THE FORM TO THE STUDENT TO OBTAIN THE REMAINING REQUIRED SIGNATURES.
  - c) THE STUDENT CONSULTS WITH THE GRADUATE PROGRAM DIRECTOR TO OBTAIN APPROVAL AND ASSIGN THE INSTRUCTOR. IF A QUALIFIED INSTRUCTOR IS NOT AVAILABLE, THE INDEPENDENT STUDY WILL NOT TAKE PLACE.
  - d) AFTER OBTAINING ALL SIGNATURES AND A SYLLABUS THE STUDENT SUBMITS THE FORM TO THE REGISTRAR FOR FINAL APPROVAL.
  - e) THE OFFICE OF THE REGISTRAR WILL THEN REGISTER THE STUDENT FOR THE COURSE. myDeIVai CANNOT BE USED TO REGISTER FOR AN INDEPENDENT STUDY
  - f) THE STUDENT WILL BE BILLED FOR THE COST OF THE INDEPENDENT STUDY
5. UNLESS PRIOR APPROVAL FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS HAS BEEN RECEIVED, THE INDEPENDENT STUDY **MUST** BE COMPLETED AND GRADED WITHIN THE SEMESTER IN WHICH IT IS REGISTERED.
6. THE POLICY FOR GRADING OF AN INDEPENDENT STUDY (SECTION 501 COURSE) IS THE SAME AS FOR ANY OTHER REGISTERED COURSE (I.E. SECTION 201, 202, ETC.). THE INSTRUCTOR ENTERS THE FINAL GRADE THROUGH myDeIVai DURING THE FINAL GRADING PERIOD FOR THE SEMESTER IN WHICH THE COURSE WAS REGISTERED AND COMPLETED.

THE INDEPENDENT STUDY IS REGISTERED AS A 501 SECTION COURSE. INSTRUCTOR SHOULD CHECK myDeIVai TO BE SURE THE STUDENT HAS REGISTERED PROPERLY FOR THE INDEPENDENT STUDY. **IF THERE IS NO ROSTER THE INDEPENDENT STUDY SHOULD NOT PROCEED.**