

Independent Study Policy and Process

Policy: Each semester, some students choose to pursue in-depth study in an area of interest by enrolling in an independent study class. These are not designed as an alternative method for taking a regularly scheduled class. Instead, they are a way for you to study an area of specific interest to you that may not be available through the elective curriculum. An independent study class allows you to develop a contract for coursework with a faculty member. Any student wishing to participate in an independent study course should first discuss the course with a sponsoring faculty member to make arrangements and determine expectations for the course. To register for the course, you will use the "Variable Title Course Designation Form," which must be signed by both the sponsoring faculty member and your Academic Advisor (Assistant Director of Student Services).

Generally, the number of credit hours a student can take as independent study will be limited to **6 credit hours for students in the MBA and MSHRM programs** and **4 credit hours for students in the MSIA program.**

If you would like to participate in an independent study, please take the following steps:

1. Discuss and develop a contract for coursework with a sponsoring faculty member
2. Print off the attached "Variable Title Course Designation" form.
3. Have the sponsoring faculty member sign the "Variable Title Course Designation" form.
4. Bring the signed faculty form to the office to obtain the Academic Advisor's signature.
5. Then take the completed form to the Registrar's Office, HOVDE 55. They will be the office that register's you for the Independent Study.

VARIABLE TITLE COURSE DESIGNATION

Registrar use only

RETURN COMPLETED FORM TO HOVDE HALL, ROOM 55

1. PUID _____ 2. PRINTED NAME _____
LAST FIRST MIDDLE

3. TERM _____ 4. PART OF TERM _____ 5. COLLEGE _____ 6. PROGRAM OR MAJOR _____
(Ex. AG, HH) (Ex. SLH, PSY)

7. CLASSIFICATION _____

Course Title

Course Title will appear on student's official academic transcript and should provide a brief, general description of the subject matter covered.
Limit: 30 characters, including spaces.

	CRN	Subject (Required)	Course # (Required)	Credit (Required)	Grade Option*
1					
2					

1. _____

2. _____

*Default grade mode will be applied (A, B, C, etc.) unless noted otherwise

If no title is given, a default title will be assigned.

AUTHORIZATIONS:

SIGNATURE OF STUDENT (required) _____ Phone Number _____ DATE _____

STUDENT E-MAIL ADDRESS (required) _____

SIGNATURE OF INSTRUCTOR (required) _____ Phone Number _____ DATE _____

PRINTED/TYPED NAME OF INSTRUCTOR (required) _____

SIGNATURE OF STUDENT'S ADVISOR OR GRADUATE SCHOOL (required) _____ Phone Number _____ DATE _____

PRINTED/TYPED NAME OF STUDENT'S ADVISOR OR GRADUATE SCHOOL (required) _____

SIGNATURE OF DEPARTMENT HEAD (as needed) _____ Phone Number _____ DATE _____

PRINTED/TYPED NAME OF DEPARTMENT HEAD (as needed) _____

