



DEPARTMENT OF ENGLISH  
UNDERGRADUATE

INDEPENDENT STUDY PROPOSAL FORM

This form must be completed and turned in to the English Undergraduate Studies Office in ML 450 for final approval and registration; students are required to meet with an academic advisor to discuss independent study requirements prior to turning the form in.

Reminder: The last day to register for courses without a \$250 late charge in the Fall/Spring Semesters is the 21<sup>st</sup> day after the first day of classes; for Winter/Summer Sessions (to avoid a \$50 late charge) register by the day before the last day to drop with deletion from the record.

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Student Phone # \_\_\_\_\_ Student E-mail \_\_\_\_\_

Course Number (circle one) 199 199H 299 299H 399 399H 498 498H 499 499H \_\_\_\_\_

Number of Units \_\_\_\_\_ Section Number \_\_\_\_\_

[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 \_\_\_\_\_

Faculty Project Advisor \_\_\_\_\_

Title of Project \_\_\_\_\_

Estimated hours per week Student will spend on project \_\_\_\_\_

Estimated Project Advisor/Student contact hours per week \_\_\_\_\_

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

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

REQUIRED SIGNATURES:

Student \_\_\_\_\_ Date \_\_\_\_\_

Faculty Project Advisor \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director, Undergraduate Studies \_\_\_\_\_ Date \_\_\_\_\_

## GUIDELINES FOR INDEPENDENT STUDY

199, 299, 399, 499 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

498H Independent Study – Honors Thesis:

(3 units per semester) For students completing an Honors Thesis for completion of English or University Honors requirements.

- **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 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 Independent Study without incurring a late charge is:  
Fall and Spring Semesters: 21<sup>st</sup> calendar day after the first day of classes (last day to increase units without a \$250 late charge).  
Winter and Summer Sessions: Day before the 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 Project Advisor is no longer available, another Project Advisor must be identified who agrees to evaluate the student's work.
- **Independent study credit** may only be used in English Department majors with approval of an advisor; only three (3) units of credit may be applied in the major. Students completing honors theses may use six (6) units of credit to fulfill major requirements.
- **English Department minors** may not use independent study credit to fulfill minor requirements.