

## INDEPENDENT STUDY PROPOSAL FORM

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Independent Study is a “contract” between a student and a fulltime faculty member (tenured, tenure-track, or visiting). Independent Study is approved at the faculty member’s discretion, and with the proper administrative approvals as outlined below.

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### Guidelines

- All independent study proposals must be initiated, **approved and processed** prior to the beginning of the academic term. This process should be started *at least two weeks prior to the beginning of a term — to allow for adequate time for meeting and to obtain the appropriate signatures.*
  - Student needs to meet and discuss with faculty member.
  - Faculty member and student must agree in writing on the work/assignments to be completed.
  - The **completed** form must be submitted to Student Services before the last day of the add/drop period.
- Independent Study opportunities may be requested by undergraduate (over 60 credits) or graduate students in CIAS with a GPA of 3.0 or higher.
- Undergraduate and graduate students may take up to 6 units of approved Independent Study toward their degree; and no more than 1 Independent Study per term (3-4 units).

**NOTE:** *Any requests for exceptions, must be made in writing at least two weeks prior to the beginning of a term, and must be approved by the Administrative Chair of the school.*

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### Responsibilities

#### Student

- Complete all “student information” on the form before meeting with the sponsoring faculty member (*please print clearly*).
  - Be prepared when you meet with your faculty member. Have a plan – your written proposal, what your goals are, and a written outline of what you need to do to meet these goals.
  - After you and the faculty member agree on the terms of the Independent Study, you will need to complete the title, objectives, summary, and method of evaluation portion of the form prior to the faculty member signing the form.
  - Students who are applying for an Independent Study need to have all proposals approved and forms processed by the end of the add/drop period.
    - For fall semester, all proposals and signatures must be obtained prior to the end of spring semester.
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#### Faculty

- Confirm that that student meets the GPA requirement of 3.0 or higher and review the students overall record.
  - Verify that the number of units and the term of participation are correct on the form.
  - If the independent study is used to substitute for a required course, the faculty must outline how the content, scope, depth, and learning expectations of the required course are fulfilled by the independent study.
  - Faculty must receive administrative chair approval for supervising more than 2 Independent Study courses per term.
  - After signing the form, for undergraduate students - submit the form to your Program Chair if in SPAS or SOD, or to your Administrative Chair in all other CIAS schools for a final review and approval. For graduate students, in all CIAS programs, the form goes to the Administrative Chair for approval.
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#### Administrative Chair / Program Chair (as outlined above)

- Review the Independent Study form and verify that the number of units issued is appropriate.
- **If approving:** Sign the form and forward to Student Services (1075 Gannett Hall) for processing.
- If the form needs revisions return the form to the faculty member. The faculty member is responsible for contacting the student and, after revisions, re-submitting the form.
- **If declining:** Return the form to the faculty member. The faculty member is responsible for contacting the student regarding the decline.

