INDEPENDENT STUDY OR INDIVIDUALIZED INSTRUCTION REQUEST

Fill in sections I and III for INDEPENDENT STUDY or sections II and III for INDIVIDUALIZED INSTRUCTION.

I. INDEPENDENT STUDY REQUEST:

DEFINITION: INDEPENDENT STUDY is an activity initiated by the student to increase his/her already advanced knowledge in a particular academic discipline. The subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that subject. A student must fill in the request form and attach a "project proposal" which must be approved by the Faculty Director, Chairperson, Associate Provost (if graduate level) and Provost. The project proposal sets forth a topical outline, reading list and/or other resources, papers or projects to be completed, course student learning outcomes (SLOs) linked to program SLOs and class activities/assignments, and the basis for evaluating the student's work.

Reason for requesting Independent Study: ____________________________________________________________

Undergrad Prefix  Graduate Prefix  Title of Project  MAXIMUM - 3 CR HRS

II. INDIVIDUALIZED INSTRUCTION REQUEST:

DEFINITION: INDIVIDUALIZED INSTRUCTION is the means through which a student may earn credit in individual study for a course listed in the regular offerings of the University. Students are expected normally to register for such courses when they are offered conventionally. However, when low demand for a course or scheduling conflicts involving required courses make this impossible, individualized instruction may be arranged. Include current course syllabus.

Reason for requesting Individualized Instruction: ______________________________________________________

Prefix    Course #   Course Title     Credit Hrs

III. GENERAL INFORMATION/APPROVAL

Semester/Year  Starting Date   Ending Date   Student ID

Last Name  First  M  Student Signature  Date

Local Address  Phone

IV. APPROVAL

Print name of Faculty Director  Faculty Director Signature  Date

Department Chairperson of Course  Date

Dean/Provost  Date

Return To: Enrollment Services, 224 South Hall for Dean/Provost Review
Students requesting an Individualized Instruction and/or an Independent Study must meet the criteria below in order to be considered for approval.

- Course is required for graduation (course cannot be waived or other course substituted)

And one of the following criteria:

- Student requesting individualized instruction and/or Independent Study is within two semesters of graduation.
- Course will not be offered within the next two semesters (course cannot be waived or other course substituted).

All Independent Studies and Individualized Instruction require an attached course syllabus or detailed learning outcome and assessment plan with application.

If after payment due date, please verify proper payment has been satisfied.