

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: _____

_____ 4497 Undergrad Prefix	_____ 5597 Graduate Prefix	_____ Title of Project	_____ MAXIMUM - 3 CR HRS
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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
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III. GENERAL INFORMATION/APPROVAL

_____ Semester/Year	_____ Starting Date	_____ Ending Date	_____ Student ID
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_____ Last Name	_____ First	_____ M	_____ Student Signature	_____ Date
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_____ Initial here to authorize Mansfield University to use your practicum information for marketing purposes.

_____ Local Address	_____ Phone
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_____ _____	_____ Phone
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IV. APPROVAL

_____ Print name of Faculty Director	_____ Faculty Director Signature	_____ Date
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_____ Department Chairperson of Course	_____ Date
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_____ Dean/Provost	_____ Date
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Return To: Registrar's Office, 224 South Hall for Dean/Provost Review

**JUSTIFICATION SHEET
FOR
INDEPENDENT STUDY
AND
INDIVIDUALIZED INSTRUCTION**

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.