# GRADUATE PROGRAM

## INDEPENDENT STUDY REQUEST

**NOTE:** Do NOT begin Independent Study until this form has been processed by Registrar AND Bursar.

1) **TO BE COMPLETED BY STUDENT AND SUBMITTED TO REGISTRAR PRIOR TO END OF ADD/DROP:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Cell</th>
<th>Home</th>
<th>Date of Birth</th>
<th>GPA</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Please consider my application for an Independent Study for the following reason(s):

____________________________________________________________________________________

____________________________________________________________________________________

Graduate Student Signature ________________________________ Date ____________

2) **REGISTRAR APPROVAL:**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason for Denial</th>
<th>Date</th>
</tr>
</thead>
</table>

Registrar’s Signature ________________________________ Date ____________

RETURN FORM TO STUDENT TO OBTAIN REQUIRED SIGNATURES

3) **STUDENT OBTAINS REQUIRED SIGNATURES:**

1) ____________________________ Date ____________

Graduate Program Director

2) ____________________________ Date ____________

Instructor’s Signature

Instructor’s Name PRINTED

4) **STUDENT SUBMITS FORM TO BURSAR’S OFFICE FOR PAYMENT:**

Payment: Cash Payment ☐ Check ☐ #________

Bursar’s Signature ________________________________ Fee Paid (Amount) $__________

(Registrar’s Office Only)

Registered for Course (within Add/Drop Period), Date: ____________

Instructor notified to proceed, Date: ____________ Student notified to proceed, Date ____________

Grade Issued ☐ Sent to Payroll, Date: ____________

Revised 12/12/07
GRADUATE PROGRAM  
INDEPENDENT STUDY PROCEDURE

1) A matriculated graduate student with the cumulative GPA of at least 3.00 may complete up to two graduate courses by supervised Independent Study.

2) The fee for an Independent Study is not included in regular tuition charges. Contact the Bursar’s Office for fees associated with the Independent Study.

3) Registration for an Independent Study MUST be done before the end of Add/Drop.

4) It is the student’s responsibility to obtain all signatures on the Independent Study Request form:
   a) Student completes identifying information in Step 1 and submits to the Registrar’s Office.
   b) The Registrar reviews the request based on the criteria specified on this form. If approved, the Registrar returns the form to the student to obtain the remaining required signatures.
   c) Student consults with the Graduate Program Director to obtain approval and assign the instructor.
      If a qualified instructor is not available, the Independent Study will not take place.
   d) Student obtains approval from the Vice President for Academic Affairs for final approval.
   e) After obtaining all signatures student submits the form to the Bursar’s Office for payment.
      Payment MUST be made prior to registration of the Independent Study. Payment is non-refundable.
   f) The student then registers for the course at the Registrar’s Office. WebAdvisor cannot be used to register for an Independent Study.

5) Unless prior approval from the Vice President of Academic Affairs has been received, the Independent Study MUST be completed and graded within the semester in which it is registered.

6) The policy for final grading of an Independent Study (section 501 course) is the same as for any other registered course (i.e. section 201, 202, etc.). The Instructor enters the final grade through WebAdvisor during the final grading period for the semester in which the course was registered and completed.

The Independent Study is registered as a 501 section course. Instructor should check WebAdvisor to be sure the student has registered properly for the Independent Study. IF THERE IS NO ROSTER, THE INDEPENDENT STUDY SHOULD NOT PROCEED.