APPLICATION FOR INDEPENDENT STUDY and/or DIRECTED STUDY

Instructions to Applicant
This application is designed to be completed on a computer using Microsoft Word. Fill in required information, print, get all required signatures and submit to the appropriate Dean’s office (completed form may be saved as a Word file). Your application must be fully processed by August 1st if study is to be undertaken in the Fall, by December 15th if study is to be undertaken in the Spring, and by May 1st if study is to be undertaken in the Summer. All signatures recommending approval should be secured before the application is submitted to the appropriate dean. The Dean of Graduate Studies must approve all proposals for which students will receive graduate credit. The graduate adviser must sign if the course is to be included in a graduate program. Approval of the application involves judgments about the substance of the proposal as well as the availability of the staff. This application is the cover sheet for your proposal. Submit one copy.

Applicant Information
Name: ____________________________________________________________________________ Student ID #: ____________________________________________________________________________
☐ Graduate Program: ____________________________________________________________________________

Course Information
Title: ____________________________________________________________________________ Subject: ____________________________________________________________________________ Course Number: ____________________________________________________________________________ Credit Hours: ____________________________________________________________________________

Proposed Instructor: ____________________________________________________________________________ Term: __________ Year: _______ Summer Session: ____________________________________________________________________________

Role of course in student’s program:
_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Proposal Section
Briefly describe below from the Independent Study Proposal. On attached sheet indicate the rationale, the scope, the plan of study, the procedure of evaluation, and the plan for conferences with faculty instructor.

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Approvals

Institutional Review Board Approval
☐ Required ☐ In Process ☐ Approved

Instructor
________________________________________________________________________ Date __________

Adviser
________________________________________________________________________ Date __________

Chair
________________________________________________________________________ Date __________

Dean(s)
________________________________________________________________________ Date __________

Graduate Program Director
________________________________________________________________________ Date __________

Dean of Graduate Studies
________________________________________________________________________ Date __________

The original signed application and proposal shall be forwarded to the Records Office. Rev. May 2017