Independent Study Policy and Process

Policy: Each semester, some students choose to pursue in-depth study in an area of interest by enrolling in an independent study class. These are not designed as an alternative method for taking a regularly scheduled class. Instead, they are a way for you to study an area of specific interest to you that may not be available through the elective curriculum. An independent study class allows you to develop a contract for coursework with a faculty member. Any student wishing to participate in an independent study course should first discuss the course with a sponsoring faculty member to make arrangements and determine expectations for the course. To register for the course, you will use the “Variable Title Course Designation Form,” which must be signed by both the sponsoring faculty member and your Academic Advisor (Assistant Director of Student Services).

Generally, the number of credit hours a student can take as independent study will be limited to 6 credit hours for students in the MBA and MSHRM programs and 4 credit hours for students in the MSIA program.

If you would like to participate in an independent study, please take the following steps:

1. Discuss and develop a contract for coursework with a sponsoring faculty member
2. Print off the attached “Variable Title Course Designation” form.
3. Have the sponsoring faculty member sign the “Variable Title Course Designation” form.
4. Bring the signed faculty form to the office to obtain the Academic Advisor’s signature.
5. Then take the completed form to the Registrar’s Office, HOVDE 55. They will be the office that register’s you for the Independent Study.
VARIABLE TITLE COURSE DESIGNATION

RETURN COMPLETED FORM TO HOVDE HALL, ROOM 55

1. PUID ____________________  2. PRINTED NAME ____________________
   LAST ____________________ FIRST ____________________ MIDDLE ______

3. TERM ____________________ 4. PART OF TERM ____________________

5. COLLEGE ____________________ 6. PROGRAM OR MAJOR ____________________
   (Ex. AG, HH) ____________________ (Ex. SLH, PSY) ____________________

7. CLASSIFICATION ____________________

Course Title

Course Title will appear on student’s official academic transcript and should provide a brief, general description of the subject matter covered. Limit: 30 characters, including spaces.

1. ____________________

2. ____________________

*Default grade mode will be applied (A, B, C, etc.) unless noted otherwise

If no title is given, a default title will be assigned.

AUTORIZATIONS:

SIGNATURE OF STUDENT (required) ____________________ Phone Number ____________________ DATE ____________

STUDENT E-MAIL ADDRESS (required) ____________________

SIGNATURE OF INSTRUCTOR (required) ____________________ Phone Number ____________________ DATE ____________

PRINTED/TYPED NAME OF INSTRUCTOR (required) ____________________

SIGNATURE OF STUDENT’S ADVISOR OR GRADUATE SCHOOL (required) ____________________ Phone Number ____________________ DATE ____________

PRINTED/TYPED NAME OF STUDENT’S ADVISOR OR GRADUATE SCHOOL (required) ____________________

SIGNATURE OF DEPARTMENT HEAD (as needed) ____________________ Phone Number ____________________ DATE ____________

PRINTED/TYPED NAME OF DEPARTMENT HEAD (as needed) ____________________