

## INDEPENDENT STUDY PROPOSAL FORM

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Independent Study is a “contract” between a degree-seeking student and a full-time faculty member (tenured, tenure-track, or visiting). Independent Study is approved at the faculty member’s discretion, **with** the proper administrative approvals as outlined below.

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### Guidelines

- All independent study proposals must be initiated, **approved and processed** prior to the beginning of the academic term. This process should be started *at least two weeks prior to the beginning of a term — to allow adequate time for meeting with faculty and to obtain all of the the appropriate signatures.*
    - Student needs to meet and discuss with faculty member.
    - Faculty member and student must agree in writing on the work/assignments to be completed.
    - Next level up administrative signature must be obtained.
    - The **completed** form must be submitted to Student Services **before the last day** of the **add/drop period** for the term requested.
  - Independent Study opportunities may be requested by undergraduate (over 60 credits) or graduate students (after their first term) in the college with a GPA of 3.0 or higher.
  - Undergraduate and graduate students may take up to 6 units of approved Independent Study toward their degree; and no more than 1 Independent Study per term.  
**NOTE:** *Any requests for exceptions, must be made in writing at least two weeks prior to the beginning of a term, and must be approved by the Department Head of the school, and the associate or assistant dean.*
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### Responsibilities

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#### Student

- Complete all “student information” on the form before meeting with the sponsoring faculty member (*please print clearly*).
  - Be prepared when you meet with your faculty member. Have a plan – your written proposal, what your goals are, and a written outline of what you need to do to meet these goals.
  - After you and the faculty member agree on the terms of the Independent Study, you will need to complete the title, objectives, summary, and method of evaluation portion of the form prior to the faculty member signing the form.
  - Students who are applying for an Independent Study need to have all proposals approved and forms processed by the end of the add/drop period.
    - For fall semester, all proposals and signatures should be obtained prior to the end of spring semester.
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#### Faculty

- Confirm the student meets the GPA requirement of 3.0 or higher and review the student's overall record on SIS.
  - Verify all information at the top of the form is accurate – plan, program, number of units, term, etc.
  - If the independent study is used to substitute for a required course, the faculty must outline how the content, scope, depth, and learning expectations of the required course are fulfilled by the independent study. A "Course Substitution" form (available in the Registrar restricted forms website) with the appropriate signatures, **must be** submitted by the school/department along with the independent study form.
  - Faculty must receive administrative chair approval for supervising more than 2 Independent Study courses per term.
  - After signing the form, for undergraduate students - submit the form to your Undergraduate Director (if in SPAS or SOD), or to your Department Head (in all other CAD schools) for final review and approval. For graduate students, in all CAD programs, the form goes to the Department Head for approval.
  - Signatures must be different, and one level up. If the sponsoring faculty member is the Undergraduate Director, then the Department Head must approve. If the Department Head is the sponsoring faculty member, then an Associate Dean or Dean must approve.
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#### Department Head / Undergraduate Director (as outlined above)

- Review the Independent Study form and verify that the number of units issued is appropriate.
- **If approving:** Sign the form and forward to Student Services (1075 Gannett Hall) for processing. **All forms must be submitted by the last day of add/drop. Late adds will not be accepted.**
- If the form needs revisions, return the form to the faculty member. The faculty member is responsible for contacting the student and, after revisions, re-submitting the form.
- **If not approving:** Return the form to the faculty member. The faculty member is responsible for contacting the student regarding the decline.

**Both the sponsoring faculty member and the student should retain a copy of this agreement.  
Completed, original form should be submitted to CAD Student Services for processing.**

**INDEPENDENT STUDY PROPOSAL FORM**

Use this form to propose your independent study course. *Click on data fields in this fillable PDF form to type your responses. Handwritten forms will not be accepted.*

Student Name \_\_\_\_\_ UID # 

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Student Email \_\_\_\_\_ Units (# Credits for Ind. Study) 

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 GPA 

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Term \_\_\_\_\_ Program \_\_\_\_\_

**PROPOSAL**

Title

Goals & Outcomes

Description of Proposal

Method of Evaluation

Meeting Times

**APPROVALS**

Student	Faculty Sponsor	Department Head or Undergraduate Director <i>(must be different than faculty sponsor)</i>
<i>Print Name</i> _____	_____	_____
<i>Signature</i> _____	_____	_____
<i>Date</i> _____	_____	_____

**TO BE COMPLETED BY FACULTY SPONSOR**

This independent study will be used for *(check one)*:

Professional/Studio Elective       Substitution for Course # \_\_\_\_\_

Free Elective      Course Title \_\_\_\_\_

**NOTE:** An approved "Course Substitution" form must also be submitted.

**TO BE COMPLETED BY STUDENT SERVICES**

- Copy to student file; original to Registrar.