Independent Study Proposal Process
A Guide for Students
Bachelor’s Degree for Professionals program

Purpose: Independent Study may be used when a student is short in degree credits (usually 1-2 credits). Students approved for independent study must complete a project/research paper on a topic not listed in the course catalog for credit.

Please Note: Completed proposals must be returned to your advisor with instructor signature no later than 2 weeks before the start of the term. Approval and registration in an Independent Study is not guaranteed and requires departmental approval before registration can occur.

Process:

1. Speak with your advisor early to discuss if an Independent Study is appropriate for your academic plan and schedule.

2. Speak with your advisor about sponsoring instructor for pre-approval before asking instructor.

3. Once pre-approved, work with sponsoring instructor to develop a project/course of study.

4. Student must complete entire Independent Study contract (omitting items pertaining to Field Studies), sign, and obtain sponsoring instructor’s signature.

5. Completed contract must be returned to your advisor no later than 2 weeks before the start of the term to allow the advisor time to gather remaining signatures. (Be sure to make a copy for your records.)

6. Advisor will consult with Professionals Director and Department Chair and obtain departmental approval and signatures.
   - If approved, advisor will notify student of decision and will send contract to Registrar’s Office for final approval and registration.
   - If not approved, advisor will notify the student of the decision. The contract may require revisions and/or consideration for a future term.

7. For approved contracts, students may contact their academic advisor to follow up on registration. The Independent Study will appear on your class schedule as a 490 course in your major department. Please note that registration after approval can take a couple days.

Please Note: Independent Studies may not be used to satisfy CORE requirements or specific major requirements. Always consult with your advisor before speaking with an instructor about Independent Studies.

2/14/14