

## Independent Study Instruction Sheet

1. Student obtains an *Authorization for Independent Study* form from their advisor or the One Stop Student Services Center located in the Student Union Building.
2. Student takes the form to the instructor delivering the independent study. Instructor must attach a syllabus or contract between the student and instructor that describe requirements of the course. **\*If this request is being made after the add/drop deadline (census date), the instructor will also need to attach a reason for the late add.** The student and instructor each retain a copy of these documents. Student must fill out the reason for the independent study.
3. Student takes the form to the department chair in which the course resides for approval.
4. After receiving department chair approval the student brings the form to the assistant provost for academic affairs (APAA), RH 228 for approval. **If the course is 500 level, the director of the graduate school must give approval – RH 217.**
5. Following approval of the APAA (or director of the graduate school if applicable), the student shall take the form to the records office, RH 188. The registrar will create the course, enroll the student, and mail a copy of the schedule to the student which reflects the independent study course.

01/26/07



Office of Records  
7321

Phone: (719) 587-

Fax: (719) 587-7416

**AUTHORIZATION FOR INDEPENDENT STUDY**

**STUDENT NAME**

\_\_\_\_\_  
Last First Middle Semester Year

**STUDENT IDENTIFICATION NUMBER**      **ARE YOU CURRENTLY AN ON-CAMPUS ASC STUDENT?**

\_\_\_\_\_  
\_\_\_\_yes \_\_\_\_no (If not, please see our Office of Admissions  
*before* submitting this completed form)

\*\*\*\*\*

**Subject:** \_\_\_\_\_ **Course Number:** \_\_\_\_99 **Semester Hours:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_  
(30 character maximum)

**Pass/Fail:** Yes \_\_\_\_ No \_\_\_\_

**Reason for Independent Study:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requirements for Completion of the Study:**

The instructor should describe the nature of the project/study and indicate the intended learning outcomes, evaluation procedures, and student requirements for the independent study. **A contract between the student and the instructor describing these matters is attached to this form.(as well as an explanation for the late add, if applicable.**

Approved: \_\_\_\_\_  
Student Signature Date

Approved: \_\_\_\_\_  
Instructor (Please Print) Instructor Signature Date

Approved: \_\_\_\_\_  
Dept. Chair (please print) Dept. Chair Signature Date

Approved: \_\_\_\_\_  
Assistant Provost for Academic Affairs (or Director of the Graduate School if a 500 level course) Date