

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. If the course is 500 level, the director of the graduate school must give approval – RH 302.
5. Following approval from the department chair (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.

10/26/11

