



Application for Directed/Independent Study

Student _____
Student ID Number _____ Major _____ Track if Applicable _____
Semester the Directed/Independent Study will be in effect _____ Current QPA _____
Day time phone number (____) _____ Evening/Cell phone number (____) _____
Course Number _____ Course Title _____ Credits _____

Justification for the Directed/Independent Study.

Student's Expected Date of Graduation _____

Student Signature _____ Date _____

APPROVAL PROCESS:

The Department Head approves or denies the DS/IS. If the department head approves the DS/IS, he/she sends the form to the appropriate school dean; the school dean forwards all copies to the Academic Services Office for registration purposes. If the approval takes place one classes begin, the student is responsible for delivering the approved form from the Student Support Center for registration purposes. Copies of the approved DS/IS will be distributed to the proper parties once classes are in session. If the course is not approved, the form is returned to the Academic Services Office who will notify the student.

1. Department Head:

[] APPROVES [] DOES NOT APPROVE _____ (Signature) _____ (Date)

Explanation:

Faculty member who will be assigned as recording instructor: _____

2. School Dean

[] APPROVES [] DOES NOT APPROVE _____ (Signature) _____ (Date)

Academic Services Records: Date entered into registration file _____

SEE BACK SIDE FOR ADDITIONAL INSTRUCTIONS

PROCEDURES FOR DIRECTED/INDEPENDENT STUDY

1. Student must indicate an academic need to pursue the Directed/Independent Study. For example: Course will not be offered in the student's final year of attendance.
2. Student must obtain an application for the Directed/Independent Study and take the application and copy of their current academic checksheet to the respective academic department head for discussion and completion purposes.
3. Detailed justification must be completed on the allocation. If the student is applying for an Independent Study, (not required for Directed Study) a proposal must be attached that includes the following: (1) Objectives/Outcomes (2) Calendar of Course Activities (3) Methodology and (4) Assessment
4. If the department head heels the justification warrants approval, the department head will pursue finding a faculty member to conduct the directed/independent study.
5. If the faculty member agrees to conduct the direct/independent study, the department head will complete approval process part of the application and forward the application to the respective school dean.
6. Planning for a Directed/Independent study should be done before classes begin. Providing approval takes place prior to beginning of classes, the school dean will forward the application to the Academic Services Office for registration purposes. If the approval takes place once classes begin, the student will assume the responsibility to present the approved application to the Student Support Center for registration purposes.
7. A copy of the approved application will be forwarded to the respective department head and school dean for payroll purposes once the drop/add period expires for the given semester.