

## Independent Study Request Process

A student may request an independent study under the direction of a full-time faculty member as part of their program plan. To be eligible for an independent study, a student must be in good academic standing and **earned at least 12 credits** in a degree program.

*To participate in an independent study, approval is required from:*

- (1) the student's academic adviser;
- (2) the faculty member supervising the student's work; and
- (3) the assistant dean, graduate studies.

*The process to request an independent study is as follows:*

- (1) The student's request should initially be discussed with their academic adviser to determine its place in their degree program.
- (2) The student should complete the attached Application for Independent Study and prepare a one-page single-spaced document detailing the proposed project, including all bulleted items. Overview documents missing any required items will not be reviewed.
- (3) The student should present the Application for Independent Study and overview document for approval from their academic adviser.
- (4) Once approved by the academic adviser, the student should seek approval from the faculty member agreeing to oversee the project.
- (5) Once approved by the faculty member, the student should seek approval from the assistant dean, graduate studies.
- (6) Once approved by a student's academic adviser, faculty member, and assistant dean, the student should return the signed Application for Independent Study and overview document to their academic adviser.
- (7) The student will receive written confirmation to their University email account indicating instructions for registration. **Please note, students seeking entry to an independent study are bound by the University's registration schedule (including add/drop dates).**

**Application for Independent Study**

**Section A – to be completed by student**

Student Name \_\_\_\_\_ CWID \_\_\_\_\_

Email Address \_\_\_\_\_ Term Requested \_\_\_\_\_

Project Title \_\_\_\_\_

Student Signature \_\_\_\_\_

**Section B – to be completed by academic adviser**

Credits Earned \_\_\_\_\_ Credits In-Progress \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

**Notes**

\_\_\_\_\_  
\_\_\_\_\_  
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**Section C – to be attached by student**

Attach a **one-page single-spaced** document detailing the proposed project, including:

- ❖ Project description
- ❖ Work to be completed and submitted, including data collection schedule
- ❖ Timeline for work to be completed and deliverables
- ❖ Basis for evaluation/assessment
- ❖ Proposed meeting schedule (face-to-face, virtual, both)

**Approvals**

Academic Adviser \_\_\_\_\_ Date \_\_\_\_\_

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Assistant Dean, Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_